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STATE OF MONTANA

Office of the Governor

GOVERNOR
ANNUAL REPORT
FY 75

Thomas L. Judge
Governor

Michael G. Billings
Director

Budget and Program Planning

Capitol Building - Helena, Montana 59601

 MONTANA ADMINISTRATIVE MANUAL	MANAGEMENT MEMO	MANAGEMENT MEMO	VOL.	YEAR	NO.
		NUMBER	1	75	10
		DATE ISSUED	9/17/75		
		DATE EFFECTIVE	9/17/75		
SUBJECT: AGENCY ANNUAL REPORTS TO THE GOVERNOR					

TO: All Executive Branch Agencies

Montana State Library

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FROM: Thomas L. Judge, GOVERNOR

Thomas L. Judge

Michael G. Billings, Director

Michael G. Billings

INTRODUCTION

Section 82-4002 requires each State agency to submit an annual written report to the Governor of its activities during the immediately preceding fiscal year. The contents and format for these reports is to be prescribed by the Governor. The instruction for this year's report is vastly different than prior years for two reasons. First, the Legislature now meets in biennial sessions and therefore no Governor's Annual Report will be compiled from agency reports for FY 75. Second, the Office of Budget and Program Planning is about to launch a major multi-year planning effort. For both these reasons the agency annual report requirements have been cut to an absolute minimum. The bulk of attention normally devoted to annual report preparation will be required for development of multi-year plans. A memorandum detailing this planning effort will be forthcoming shortly.

Eight (8) copies of each agency's annual report are to be sent to: Office of Budget and Program Planning, Room 221, Capitol Building, Helena, Montana 59601. Reports are due on or before October 17, 1975.

REPORT CONTENTS

Enclosed is a one page agency activity report form to be used for the Fiscal Year 1975 Agency Annual Reports. Since agency program goals and objectives for FY 75 were published in the 1973-75 Executive Budget and since program cost information will be available in the forthcoming Financial Report, presentations should be limited to major accomplishments only. At the top of the page list the agency name (include both the Department and Principal Unit as listed in the SBAS Agency Code Structure). The Department Head of a major department embracing several diverse functions within a single SBAS Principal Unit may submit an activity report page for each division. For each Program Level One program listed in the SBAS Program Code Structure identify the program by name and number (two digits) and list the major accomplishment(s) for that program. Discussion of major accomplishments will not be necessary for certain programs.

FY 75 AGENCY ANNUAL REPORT

GOVERNORS OFFICE (3101)

Commission on Local Government (19)

Drafted legislation on Alternative Forms of Local Government, Self-Government Powers and amendments to the Voter Review Procedures that were adopted by the 1975 Session.

Provided materials, conducted workshops and consulted with the 182 local study commissions established in November 1974.

Started research in the areas of local government finance, structures, powers and services preliminary to drafting the new code of local government law that will be introduced in the 1977 Session of the Legislature.

FY 75 AGENCY ANNUAL REPORT

SECRETARY OF STATE'S OFFICE (3201)

Preface: The many duties of the office of Secretary of State are statutory and relate in the main to establishing, maintaining and preserving state records, both for the public and for the state. During the past fiscal year I have successfully continued my policy of timely filing of all proffered documents and of keeping correspondence current. The formal filings are best reflected by their volume set out below.

<u>PROGRAM 01</u>	<u>Records Management</u>	<u>Statutory Fees Collected</u>
Corporations, Domestic.	Processed and filed 17,375 documents.	\$202,840.43
Corporations, Foreign.	Processed and filed 5,310 documents.	65,061.85
Notarial Bonds,	Commissions and Certificates. Indexed and filed 2820 bonds, prepared like number of commissions plus a few miscellaneous certificates.	42,472.00
Certificates and Certified Copies.	Since all records in the office are public, copies are prepared upon request. Statutory fees are collected except from a county or state agency.	11,304.05
Official Bonds.	This item covers textbook and geophysical exploration bonds. Twelve were processed and filed during period.	120.00
Trade Names and Marks.	A total of 239 names and marks were processed and registered, plus a few assignments recorded.	2,496.00
Elections.	This fiscal period did not include the regular filing time for declarations of nominations of candidates, and the amount collected represents fees for filing only where nominations were vacated.	390.00
	More than 1300 election-related documents were filed requiring no fee. Additionally statutory and administrative duties for the 1974 general election, membership on the ad hoc committee to draft new campaign finance and practice legislation, preparation of the new postcard voter registration forms,	

FY 75 AGENCY ANNUAL REPORT

	and initiating the review of all election forms prescribed by the Secretary of State required a great amount of staff time.	No Fee
Uniform Commercial Code.	Processed and filed 6843 original financing statements; worked over 3800 releases, continuations, terminations, etc.; processed over 5600 inquiries (searches, lapses, etc.)	\$29,557.50
Legislature.	There were 85 new lobby licenses issued and 37 additional applications for principals or withdrawals processed, the latter requiring no fee.	850.00
	Additionally 86 applications for legislative proceedings were processed.	9,625.00
	Processed and permanently filed 611 enacted legislative bills and resolutions.	No Fee
	Prepared for distribution over 45,000 copies of enacted legislation to state and county officials without charge and to the public for the statutory fees, included in the item Certificates and Certified Copies, above.	No Fee
	Added approximately 8,000 legislative documents to the archives of the office.	No Fee
Miscellaneous.	This item covers sale of Constitution booklets, 198 services of process on withdrawn or defunct corporations or non-resident motor vehicular operators, 59 tort claims, 12 summons and 4 supporting documents.	2,221.88
	Under the formal Miscellaneous filing category continued indexing miscellaneous items from the old vaults and added numerous new documents.	No Fee
Montana Administrative Code and Register.	Reviewed, recorded and published 2292 pages of Code.	No Fee

FY 75 AGENCY ANNUAL REPORT

Compiled and distributed 12 monthly issues of the Register at a publication cost of \$23,982.47 (excluding salaries, employee benefits and maintenance) receiving from paid subscribers \$17,088.29

Serviced 132 free subscriptions of the Register as designated by law. No Fee

Executive Record. More than 8,500 procedures were required to file, record, log and index the appointments, commissions, executive orders, proclamations, restorations, requisitions, warrants and waiver returns during the year. No Fee

Reorganization Record. In fiscal 1975 this office serviced more than 1,300 elected or appointed positions under the Executive Branch with 25 principal agencies (19 departments and 6 elected offices) and the 89 agencies existing by statutory allocation and 42 by administrative creation. No Fee

Oaths of Office. More than 2700 filing procedures were required to file 395 new documents. No Fee

Deeds to State Property. This file covers deeds to all state property excepting school lands, with 427 deeds filed during the reported period. No Fee

Territorial Journals. Under the mandate of House Bill 987 of the 1974 Legislature, type-written transcripts of the texts of the handwritten and unpublished House Journals for the regular sessions of 1864 and 1887 and the special session of 1887 (comprising 644 printed pages) were made, indexed and, through the equipment and staff of the Legislative Council, readied for printing in book form. No Fee

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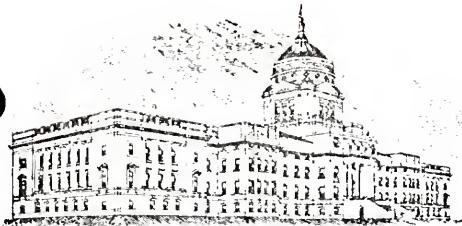
Board Memberships. I have conscientiously tried to attend the regular and special meetings of the boards of which I am an ex officio member. In passing on any matter presented to such boards, I have constantly kept in mind what I consider the best interests of the state and its citizens.

Summary: There were 32,135 official receipts written during the fiscal year covering transactions requiring statutory fees. An additional estimated 22,000 filings were made to perfect or record transactions of the state which required no filing fee. In addition, this office responded to hundreds of requests for research of records by the staff and by the public, answered thousands of telephone and counter requests, and wrote a staggering number of letters incidental to the operation of the office.

ANNUAL REPORT
OF THE
STATE TREASURER
HOLLIS G. CONNORS

TO THE
GOVERNOR OF MONTANA
THE HONORABLE THOMAS L. JUDGE

For the
Fiscal Year Ended
June 30, 1975



State of Montana

Office of the
State Treasurer

Capitol
Helena, Montana 59601

Hollis G. Connors, State Treasurer
Pera S. Freseman, Deputy Treasurer

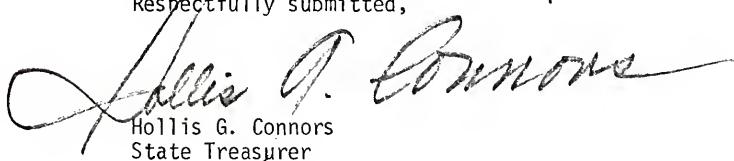
October 15, 1975

The Honorable Thomas L. Judge
Governor
State of Montana
Helena, Mt. 59601

Dear Governor Judge:

In accordance with the requirements of Sections 82-4002 R.C.M., 1947, there is herewith submitted to you the report of the State Treasurer, covering the fiscal year ended June 30, 1975.

Respectfully submitted,



Hollis G. Connors
State Treasurer

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ORGANIZATION

STATE TREASURER

HOLLIS G. CONNORS	HOME ADDRESS
TERM OF OFFICE	205 North Harrison
1-1-73 to 1-1-77	Townsend, Montana

PRINCIPAL ADMINISTRATIVE OFFICERS

MRS. VERA S. FRESEMAN.....	Deputy Treasurer
MR. RAYMOND L. HOFLAND.....	Cashier

DEPOSITORY BOARD

GOVERNOR.....	Thomas L. Judge
STATE AUDITOR.....	E.V. "Sonny" Omholt
STATE TREASURER.....	Hollis G. Connors

PRINCIPAL OFFICE

STATE CAPITOL BUILDING.....	Helena, Montana
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LEGAL REFERENCES

SECTION 79-306, as amended, designates the State Treasurer as the treasurer of each and every State board, commission, bureau, department and State institution existing or hereafter to be created and established.

ARTICLE VII, SECTION I, 1889 CONSTITUTION created the office of State Treasurer in the Executive Branch.

ARTICLE VI, SECTION I, 1972 CONSTITUTION, abolished the constitutional status of the Treasurer's Office.

SECTION 82A-209. State Depository Board.

SECTION 82-4101. An act to allow contractors to deposit governmental obligations with the State Treasurer in order to draw retainage monies under contracts with the State or municipalities.

SECTION 82-1501 and SECTION 82A-304.1. State Board of Hail Insurance.

SECTION 23-4016 and SECTION 82A-2102. Board of State Canvassers.

MAJOR RESPONSIBILITIES

To officially receipt for and properly record all monies received.

To maintain records of account of state monies deposited in banks throughout the state of Montana.

Banks are required by law to protect all deposits by pledged collateral, therefore, collateral records must be maintained and kept up to date at all times with regard to additions and releases.

To furnish daily to the Department of Administration (Accounting Bureau) official receipts. Listing of disbursed items whether warrants, bonds or coupons, together with the disbursed items to the State Auditor.

To receive and properly record contractor's pledges for contracts as provided in Sections 82-4101 et seq., R.C.M. 1947.

Under the unified investment program for public funds as directed by Article VIII, Section 13, of the 1972 Montana Constitution, Section 5 (4) of chapter No. 298, 1973 session, Laws of Montana, the State Treasurer is directed to keep an account of the total of each investment fund and of all the investments belonging to such fund, and of the participation of each treasury fund account and to make reports with reference thereto as directed by the Board of Investments. Under Section 8 (1) of said act, local governments may remit excess funds to the State Treasurer for investment as part of the pooled investment fund referred to as STIP (Short Term Investment Pool) and Section 8(2) of the act requires that separate accounts designated by name and number shall be kept for each participant in the fund.

Prepare and make distribution monthly of the State's Beer Tax revenues as required under Section 4-347, 1, R.C.M. 1947.

Pursuant to Section 84-1840, R.C.M. 1947, as amended, for direct payment of funds collected pursuant to the gasoline license tax laws to the cities, towns and counties of this state.

We are required to make annual distribution of Federal Government payments of various acts listed below.

Federal Water Power Act

U.S. Government Flood Control

U.S. Government Forest Reserve Fund

U.S. Government Mineral Leasing Act

MAJOR ACCOMPLISHMENTS

PROGRAMS SUCCESSFULLY INITIATED

Installation of a new method of safe keeping of securities has been completed, resulting in more efficient controls and record keeping of securities.

A new system of warrant processing, by magnetic tape was in final stages of being implemented at Northwestern Bank, however, the new contract with First National Bank does not include this service. Compensation medical claims payments, being made uniform and processed through the system.

The pledged collateral is automated on the Collateral Investment System. Through this system we are able to give instantaneous analysis of the bank's pledging versus the amount of State funds in the bank's possession. This system gives the State Treasurer market values of collateral held so that the state will be able to retrieve all funds in case of a bank failure.

Revised filing systems on investments.

Completed new forms for processing returned checks. A single entry form is used to replace the previous form that required three encoding supplements and two transfers of a cover letter before the SBAS entries were completed.

Devising a new form to enable faster SBAS entry of deposit corrections.

Efficient transfer of University funds to the SBAS forms without any undue loss of investment capital.

PROGRAM COST SUMMARY AND ANALYSIS

FISCAL YEAR COST

PROGRAM 1974-75

Treasury management \$124,709

PROGRAM COST DETAIL

<u>PROGRAM</u>	<u>1974-75</u>	<u>Personal Service</u>	<u>Expenses Operating</u>	<u>Equipment</u>
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Treasury Management and Administration	\$124,709	\$104,112	\$13,925	\$6,671
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SOURCE OF FUNDING

General Fund.....\$124,709



STATE OF MONTANA

OFFICE OF
E. V. "SONNY" OMHOLT
STATE AUDITOR
COMMISSIONER OF INSURANCE
INVESTMENT COMMISSIONER
CENTRAL PAYROLL SYSTEM

HELENA, MONTANA 59601

October 17, 1975

The Honorable Thomas L. Judge
Governor
State of Montana
Helena, Montana 59601

Re: Annual Report

In accordance with the requirements of Section 82-4002, R.C.M., 1947,
enclosed is the report of the State Auditor for the fiscal year ending
June 30, 1975.

E. V. "Sonny" Omholt
E. V. "SONNY" OMHOLT
State Auditor & Ex Officio
Commissioner of Insurance
Investment Commissioner

EVO:eh

FY 75 AGENCY ANNUAL REPORT

STATE AUDITOR (3401)

Management and Control (01)

This program continues the responsibility for providing and performing statutory fiscal duties as detailed in section 79-101, R.C.M., 1947.

Central Payroll (02)

A modification which streamlined payroll production and allowed for expansion of the payroll system for needed services went into effect January 1, 1975.

Administrative Support (03)

The administrative support division has continued to be the support for all programs needed to effectively perform duties of the Montana State Auditor.

Insurance (04)

The Montana Insurance department has completed the reorganization of the policyholders service division. During the first year \$898,568.00 was recovered for Montana policyholders.

The department assumed the regulation of Health Service groups (Blue Shield - Blue Cross) July 1, 1975 under provisions of Chapter 59, Title 40, R.C.M., 1947.

Investment (05)

The Securities Act of Montana regulates the registration and sale of securities in Montana. This act also provides for the registration of security salesmen, broker-dealers and investment advisors. The department continues to cooperate with federal and other state agencies in maintaining and disseminating security information.

ANNUAL REPORT
of
SUPERINTENDENT OF PUBLIC INSTRUCTION
DOLORES COLBURG



to the
GOVERNOR of MONTANA
HONORABLE THOMAS L. JUDGE

for the
FISCAL YEAR ENDED

June 30, 1975

STATE OF MONTANA

SUPERINTENDENT OF PUBLIC INSTRUCTION

HELENA 59601



DOLORES COLBURG

March 19, 1976

The Honorable Thomas L. Judge
Governor
State of Montana
State Capitol
Helena, Montana 59601

Dear Governor Judge:

In accordance with the requirements of Section 82-4002, I herewith transmit to you the report of the Superintendent of Public Instruction for the fiscal year that ended June 30, 1975.

The year was one of notable achievement in Montana education: the adoption of an educational philosophy for the state, testing to determine student progress in five of the fifteen goal areas identified by Montanans through our needs assessment program, a major review of teacher certification policies and the establishment of special education regulations reinforcing Montanan's commitment to equal educational opportunity for all.

Major Accomplishments

- . The study of a basic quality education, sponsored by the Board of Public Education and conducted by the staff of the State Superintendent, culminated in the adoption of a philosophy of education for the state. Basic quality education is defined as "a process which can enable students to transform their potential into actuality."
- . In the first phase of Montana's volunteer testing program, a part of the continuing statewide educational needs assessment, 65 percent of sixth and twelfth grade students were tested in the goal areas of communication (reading), fitness, citizenship, lifelong learning and careers.
- . Teacher certification policies were subjected to extensive review and were revised to allow equivalency experiences for teacher recertification.

The Honorable Thomas L. Judge
March 19, 1976
Page Two

- Some 4000 more of the state's handicapped children received special education services than in the previous year.

The 1975 fiscal year was one of notable advancement and achievement for elementary (which includes kindergarten) and secondary education in the state. Much of the achievement at the local levels can be attributed to parents, citizens, teachers and school officials in their support of more invigorating educational environments. To assist local schools in their responsibilities for educating the youth of the state, we have continued and expanded our efforts to involve people in decisions that affect them and to create new delivery systems for consultative and technical services to schools.

Sincerely,

Dolores Colburg
DOLORES COLBURG
State Superintendent

DC: el

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MAJOR ACCOMPLISHMENTS

1. Basic Quality Education (01)

The study of a basic quality education, sponsored by the Board of Public Education and conducted by the State Superintendent with intensive staff and public involvement in the 1974 fiscal year, was reported to the legislature in January and included action recommendations. Setting forth an educational philosophy for the state, the 1975 report also defined basic quality education as "a process which can enable students to transform their potential into actuality." Eight dimensions, inherent in that definition, specify that schooling should enable students to learn who they are becoming; to find joy in learning; to communicate ideas, knowledge, thoughts and feelings; to reason critically and creatively; to assume social responsibility; to further their creative ability; to be effective in a changing world; and to develop personal responsibility. As a companion document to the 1975 Report on Basic Quality Education, a Teacher's Resource Guide also was published and distributed as an aid for school people in locating books, periodicals, services and instructional materials supporting the definition and the dimensions.

2. Statewide Needs Assessment (05)

The first phase of a statewide volunteer testing program to assess educational needs was initiated. Testing to determine student progress in relation to five of the 15 goal areas identified by Montanans--communications (reading), fitness, citizenship, lifelong learning and careers--was conducted in 314 schools involving about 65 percent of the sixth graders and 60 percent of the twelfth graders in Montana. Students were tested in March and test results were interpreted for schools in May as an aid in program evaluation and planning.

3. Certification Policies Revision (04)

Following a year-long review and culminating in the first major revisions in 16 years, changes were adopted in teacher certification policies to provide more flexible certification procedures; also, a process was implemented to review and update endorsement areas in certification. Certification equivalency also was an added feature of the revised policies and will allow teachers to renew certificates by inservice education or by individual study as well as by the traditional methods of earning college credit. Inservice programs or individual study must meet certain criteria and must be approved by the State Superintendent in advance of the program or study.

4. Special Education (04)

Motivated by a commitment to equal educational opportunity and legislation expanding the definition of handicapped children, regulations were

MAJOR ACCOMPLISHMENTS

Special Education (continued)

developed for statewide implementation and a total of 12,899 handicapped children received some type of special education during the year at a cost of slightly over \$12 million.

Special attention was given to handicapped children in isolated rural communities through regional special education services; approximately \$1 million of the \$12 million expended for special education in Montana was used to provide regional staff to work especially with approximately 2,000 isolated handicapped children. Each of the five regional special education areas was staffed with psychologists, speech therapists and special education resource teachers, with services tailored to each region on recommendation of regional councils. In the 1974 fiscal year, approximately 8,600 handicapped children were served compared to 12,900 children served in the 1975 fiscal year; it is projected that 16,700 handicapped children can be served at a cost of approximately \$19 million in the next fiscal year. A much expanded and long-awaited program for handicapped children in Montana is well underway.

5. Accreditation Standards Review Process (04)

As the first step in a periodic review of the standards for accreditation of Montana schools, procedures to insure comprehensive statewide involvement were initiated and more than 190 recommendations were received from a wide variety of individuals and organizations interested in education. Plans were made for the 1976 fiscal year, during which a series of public meetings will be sponsored and the State Superintendent will formulate official recommendations after all the hearings have taken place with the Board of Public Education to take final action following a report from the Board's Accreditation and Certification Committee.

6. School Finance (02)

Several changes in school finance were proposed to the 1975 legislature to continue Montana's role as a leader in the search for equity in providing educational opportunities. New foundation program schedules were developed based on actual expenditure levels for various sized districts and on projected funding needs for coming school years. While the foundation program schedules were enacted with too small an increase to significantly reduce school district dependence on special voted levies, the schedules incorporated adjustments to provide each size of district with the same percentage of its funding needs.

Pupil transportation reimbursement schedules were adjusted for the first time since 1941 to increase the amount of reimbursement made to individuals

MAJOR ACCOMPLISHMENTS

School Finance (continued)

and school districts; these adjustments will nearly double the portion paid from state general revenues and will partially compensate for the inflation of transportation costs.

Another legislative finance measure requested by the State Superintendent resulted in proration of the permissive amount of school funding between state and district revenue sources according to a power equalizing formula.

7. Curriculum Consultative Services (04)

Increased capacity for providing curriculum consultation was realized during the 1975 fiscal year. The services of a Library-Media supervisor and a Health and Physical Education supervisor were added. During the year, staff members provided assistance in planning conferences for 9 state and 3 regional organizations; assistance in organizing the regional workshop programs; presentation of 187 inservice workshop programs to teachers in local school districts; 110 school visitations for the purpose of curriculum consultations; 126 school visits related to school planning; 24 meetings with local community groups organized for school planning; 7 presentations by staff members at conferences sponsored by education-related organizations and assistance to 31 school districts planning federal or state-funded projects.

8. Regional Workshops (01)

Nine regional inservice workshops involving 1,362 workshop sessions were conducted for Montana teachers and other school personnel. The workshops, designed to meet the specific needs of teachers in each region of the state, were attended by approximately 7,500 teachers or 73 percent of the total teachers in the state.

9. Indian Education (04)

Because the effectiveness of the Johnson-O'Malley programs at the school district level is heavily dependent on the involvement and support of parents of the Indian students, an Indian Education Handbook was developed and distributed to all schools and to Indian Education Committees concerned with the planning and operation of Johnson-O'Malley funded projects. The handbook defines the roles of the committee and school districts and sets out the responsibilities of the State Superintendent in planning, operating, monitoring and evaluating Johnson-O'Malley projects throughout the state.

MAJOR ACCOMPLISHMENTS

10. Project Development

"Project Exchange" was proposed to and accepted by the National Institute of Education as one of the best approaches by a state education agency in building capacity for effective educational dissemination. The 3-5 year project promises to have a significant impact on the ability of the State Superintendent's office to provide information and resources to individuals or local districts; as well, it should promote information-sharing networks on local, state, regional and national levels. Implementation of the project will occur in the 1975-76 school year.

To assist school bus drivers and school districts in providing safe and efficient school transportation, a project for development of inservice training materials was proposed and approved by the Highway Safety Director for implementation in the 1975-76 school year. The instructional material will be developed cooperatively by representatives of all individuals and agencies involved in school bus transportation. The course material will be piloted in approximately 15 school districts early in the 1975-76 school year and will then be made available to school districts throughout the state.

A proposal was submitted to and approved by the U. S. Commissioner of Education for development of a Montana vocational education planning and decision-making system to begin in fiscal year 1976. The project is for 18 months duration and is funded with federal vocational education research monies.

PROGRAM ANALYSIS

PROGRAM: GENERAL ADMINISTRATION (01)

ACHIEVEMENTS

The theme of the State Superintendent's 24th annual education conference was "New Dimensions in Learning." Workshops on human rights, future-oriented curriculum, resources for assisting the handicapped, and curriculum planning and development were conducted for conference participants. Attendance was open to anyone interested in education in Montana with most participants being school officials. Former State Superintendent Mary Condon Gereau was the featured speaker.

A research committee on school district accounting was formed. Membership includes representatives from various school administrative organizations, county treasurers and county superintendents. Long-range goals envision development of more effective and responsive accounting procedures for school districts.

Twelve thousand five hundred calls were received on the toll-free education hotline installed to assist Montanans in obtaining information on education services, locating facts and figures on Montana education, and reaching individual staff members in the State Superintendent's office. This telephone service has greatly increased access to the office and enhanced more timely communication from throughout the state. Eighty percent of the calls were from school administrators, teachers and school support staff; the remaining 20 percent came from citizens, school board members and students.

The Information Services program produced 24 periodic newsletters in eight different subject areas; a monthly newsletter for statewide distribution to educators; a biweekly staff newsletter; curriculum guides and handbooks for traffic and Indian education; a chart, brochures, test booklets and manuals for the Montana Educational Assessment Program; materials and programs for nine regional workshops; the Montana Education Directory; numerous forms; selected news releases; and conference materials. In addition, a draft style guide was developed to aid staff members in writing and preparing print materials.

The Staff Library continued its centralized processing system, refined its centralized cataloging function and developed a strong liaison with the Montana State Library so as to eliminate duplication of materials and to increase inter-library loan capacity. Research for the Teacher's Resource Guide and other special projects was completed, and nearly 200 searches were retrieved for staff from national computerized education data bases on such topics as parent-school relationships, goal-based curriculum systems and models, and language experience approaches to teaching reading.

PROGRAM ANALYSIS

PROGRAM: FINANCIAL AND GENERAL SUPPORT FOR SCHOOLS (02)

ACHIEVEMENTS

State equalization aid amounting to \$72.67 million, including the state's share of the permissive levy, was distributed to school districts.

The 1975 volume of Montana School Statistics was published in a new general purpose format with more narrative and graphics.

Reimbursements for pupil transportation were made from the state's general fund to school districts and parents in the amount of \$1.44 million. During the year, 54,014 students were transported in 1,233 buses for a total of more than 15 million miles. Individual contracts for an additional 4,652 pupils were processed. The total cost of pupil transportation exceeded \$8 million.

Federal funds in excess of \$3.7 million and state funds in the amount of \$228,800 were reimbursed to over 219 school districts for school food services. Approximately 550 schools provided school lunches, breakfasts and special milk. The funds also allowed purchase of lunchroom equipment for schools participating in school food services programs. About 13.8 million lunches were served. In addition to cash reimbursements, the schools received more than 2 million pounds of USDA donated food worth \$1.5 million.

The number of schools participating in the school lunch program increased from 523 to 556. About 495 schools now participate in the special milk program, an increase of 72 schools over the previous fiscal year. The number of schools participating in the breakfast program has increased from 33 to 40 during the 1974-75 school year. Another indication of growth is revealed by the increase to 76,761 average daily lunches served as compared to 69,131 lunches in 1973-74.

Technical assistance was provided to 132 school districts which were eligible for and received direct federal impact aid (P.L. 81-874) payments amounting to \$6,631,705. Three school districts received \$74,491 in federal assistance for school construction under the provisions of P.L. 81-815. In all cases, members of staff assisted school officials in the preparation of the necessary documents to receive these direct federal grants.

PROGRAM ANALYSIS

PROGRAM: VOCATIONAL EDUCATION (03)

ACHIEVEMENTS

Vocational education opportunities were provided for 10,615 secondary students in occupational training programs; 7,346 secondary students benefited from consumer and homemaking programs; and 1,720 from special programs.

Training opportunities were provided for approximately 3,629 post-secondary students in occupational training programs, and 440 students in special programs. Approximately 9,165 students benefited from adult occupational training programs. In addition, approximately 235 adult students benefited from special programs, 805 from consumer and homemaking programs and 2,700 volunteer firemen benefited from special training.

The Competency-Based Distributive Education Curriculum Guide was completed and field tested. Teachers representing all vocational areas were involved in a conference to discuss comprehensive vocational program planning. Rural area workshops were conducted in conjunction with the University of Montana.

A workshop in reprographics was conducted to identify skills needed for success in related occupations with presentations from personnel representing print shops, International Business Machines Corporation, A-M Corporation, A. B. Dick Company and the Department of Labor and Industry.

Three vocational youth groups--Office Education Association, Vocational Industrial Clubs of America and Distributive Education Clubs of America--held a joint leadership conference for the first time.

Staff members coordinated their efforts with those of the Emergency Medical Services Bureau of the Department of Health and Environmental Sciences to offer emergency medical training programs at the five postsecondary vocational-technical centers, community colleges and Northern Montana College.

More than 3,100 elementary, secondary, postsecondary and adult students were served by programs specifically designed to enable them to select occupational areas of interest to them or to succeed in further training and employment. Seven hundred students from all levels were served by programs where, prior to the special services, these students would not have been expected to succeed. Also, programs were designed to serve 139 individuals who were socioeconomically disadvantaged, handicapped, in correctional institutions, juvenile delinquents, dropouts or members of social or linguistic minority groups.

PROGRAM ANALYSIS

PROGRAM: VOCATIONAL EDUCATION (continued)

Meetings with the directors of the state's vocational-technical centers and other vocational education officials were conducted to obtain their views on guidelines and related issues concerning the operation of the centers. The information that was provided assisted in the development of the initial draft of a policy and procedures manual for vocational-technical centers.

PROGRAM ANALYSIS

PROGRAM: BASIC SKILLS (04)

ACHIEVEMENTS

Funds to support the education of Indian youth in Montana under the Johnson-O'Malley Act have increased from a low of \$36,016 in 1964 when 2,210 students participated to a high of \$1,060,000 for the 1975 fiscal year when over 7,500 students participated.

About 9,600 children in 210 Montana school districts who are not reaching their expected level of achievement and approximately 400 neglected, delinquent and/or handicapped children residing in Montana institutions received compensatory educational assistance under ESEA Title I. More than \$4.2 million was distributed for 166 projects planned to increase the achievement of these educationally deprived children.

A statewide workshop for personnel involved in the operation of programs for educationally deprived children was conducted by the ESEA Title I staff. Attending this day and one-half workshop were 404 participants involved in sessions concerned with special instructional methods for teaching reading and mathematics, effective operations of parent advisory councils, the efficient use of teacher aides and tutors, and the general administration of projects for educationally deprived children.

The summer program for 1,415 children of migrant agricultural workers (employed in the sugar beet industry in 10 sites along the Yellowstone River from Fromberg to Fairview) received a positive program review from the U. S. Office of Education. The seven-week program was concentrated on improving communication skills and the self-image of children in addition to attending to nutritional, health, dental, and vocational education needs of the children. About \$500,000 was directed to improving educational opportunities for these children in a concentrated six day week program which began in late May and concluded in mid-July when the migrant agricultural workers finished their work in Montana and moved to another state for available seasonal agricultural work.

Regional services for handicapped children in small school districts were provided under a plan developed jointly by state staff and school people and approved by the State Superintendent. Children who reside in schools too small to provide all the special education services needed by the handicapped were provided services on an itinerant basis by staff on a regional basis. Five regional service areas, which conform to the Governor's substate districting plan, utilized such specialists as speech therapists, psychologists, audiometerists, and itinerant special education teachers to assist districts to meet the needs of their handicapped students. A guide was prepared and disseminated outlining the responsibilities of each

PROGRAM ANALYSIS

PROGRAM: BASIC SKILLS (continued)

regional employee (or each employee serving a region), the school districts and the state planning and operation of regional services for handicapped children.

As required by Public Law 93-380, an application and annual program plan for Title IV of the Elementary and Secondary Education Act was prepared, submitted to the U. S. Commissioner of Education and approved. The Title IV program will consolidate many of the categorical programs now providing federal funds for various educational purposes. Under the Title IV program, school districts will be given broad discretion in using funds for library resources and instructional materials. They will be required to submit only one application for those funds as well as funds for developing innovative solutions to identified educational needs.

Federal and local funds totalling \$1,025,796 for instructional materials and programs were committed to local school districts through the review and approval of 874 project applications for strengthening school library resources (ESEA Title II) and critical subject areas (NDEA Title III).

A Reading Resource Brokerage was developed. This brokerage lists services and instructional materials for curriculum development in reading.

An application for the renewal of a grant for a National Science Foundation project was submitted, approved and funded to provide help to schools for improving their science and mathematics programs; some 370 teachers were trained in a concentrated effort for improving mathematics and science programs through implementation of nationally-recognized curriculum.

Efforts to coordinate teacher education programs were made in 10 areas of curriculum: foreign language, social studies, science, mathematics, secondary education, traffic education, elementary education, library-media and health and physical education. Staff members made 21 presentations to university faculty-student groups. University faculty attended meetings in Helena relating to English, social studies, science-mathematics, health, physical education, arts and reading.

The Superintendent of Public Instruction and the Montana Council of Teachers of Mathematics cosponsored a conference on the use of the computer and the hand-held calculator in classroom instruction. At this conference, the MCTM organized a study committee which included representation from the State Superintendent's office.

PROGRAM ANALYSIS

PROGRAM: BASIC SKILLS (continued)

The audiovisual library filled 76,000 requests for films. Requests came from 487 of Montana's 599 school districts, all units of the university system, six units in the Department of Institutions, three federally-financed programs--Mountain Plains Education and Development Program, Inc., Tongue River Boarding School and the ESEA Title I Migrant Program--and 35 non-public schools. In addition, a committee of teachers evaluated older films in the collection, recommending that some 600 films be withdrawn from the collection. This recommendation was implemented.

PROGRAM ANALYSIS

PROGRAM: FINANCE, PLANNING AND EVALUATION (05)

ACHIEVEMENTS

More than 76,000 requests from school districts for films were processed. A computerized film directory and supplement were produced to assist districts in the selection of films.

Class scheduling was particularly effective for small or remote school districts not having access to local computer resources. The number of schools provided class scheduling increased 15 percent from the previous year.

New data processing systems were completed for the Montana Educational Assessment Program. Computer printouts were provided to districts participating in the program. Improvements were made to existing systems, and more efficient information retrieval techniques allowed better utilization of data collected.

During the year, enrollment and follow-up information contained in the Vocational Education Information System was provided to decision-makers at all educational levels.

Fifteen project evaluations were supervised in varying degrees by the component staff for the ESEA Title III program. Also, staff members assisted school districts preparing to undergo the validation process of one of their projects.

In addition to other component evaluation activities, six evaluations of workshops and conferences were conducted by the staff; also, a systematic evaluation of the films in the audiovisual library was conducted with the assistance of several classroom teachers.



State of Montana
Office of The Attorney General
STATE CAPITOL
HELENA, MONTANA 59601

ROBERT L. WOODAHL
ATTORNEY GENERAL

October 15, 1975

Honorable Thomas L. Judge
Governor, State of Montana
State Capitol
Helena, MT 59601

Dear Governor Judge:

In accordance with the requirements of Sections 82-401 and 82-4002, Revised Codes of Montana, 1947, and with the provisions of the Office of Budget and Program Planning's Management Memo 1-75-10, the report for the Office of the Attorney General and the Department of Justice covering the fiscal year ended June 30, 1975, is enclosed.

This report contains information relative to all programs within the Department of Justice. The major accomplishments of each program are discussed in the report.

The docket books maintained by my office are, as always, open for your inspection.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert L. Woodahl".
ROBERT L. WOODAHL
Attorney General

lhs

Enclosure

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF JUSTICE (4110)

Legal Services Program (01) :

Provided legal representation and advice to various state agencies in both civil and criminal cases in district courts, on appeal to the Montana Supreme Court, U.S. District Court and the Ninth District Court of Appeals. Legal Services handled the following breakdown of cases:

Criminal Cases:	38
Civil Cases:	16
Habeas Corpus:	4
Federal:	12

During Fiscal Year 1975, Legal Services handled 19 official opinions, 400 unofficial opinions and answered approximately 5,000 other pieces of correspondence. In addition, 126 extradition applications were reviewed.

Escheated Estates Program (02) :

Revenue received by Escheated Estates was deposited in the State School Fund.

County Attorney Coordinator Program (03) :

Worked with the county attorneys in the seven largest counties to draft and present to the Legislature, legislation to make the county attorney offices full-time. This effort was successful and presently five counties have full-time county attorneys. Presented three seminars on various aspects of trial techniques, jury selection and office management. Total attendance was approximately 100. Provided over 75 hours of legal research for county attorneys. Set up a brief bank and sent out over 40 briefs. Coordinated the County Attorney Intern Program wherein interns were placed in 30 different county attorney offices throughout the state.

Motor Vehicle Administration Program (08) :

Coordinated the Motor Vehicle Division through the existing bureaus of the Highway Patrol and the Registrar of Motor Vehicles. The program was instrumental in establishing the automation of the Registrar of Motor Vehicles for the forthcoming fiscal year.

Patrol Operations Program (11) :

The traffic death toll was reduced by seven percent from the previous year. Under the direction of Patrol instructors, the National Safety Council's defensive driving courses were conducted for 650 drivers. Conducted 28 hours of in-service training in traffic law, accident investigation and firearms proficiency for all uniform officers.

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Department of Justice

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Drivers Licensing Program (12):

History records of 494,000 drivers are now maintained and up-dated on a daily basis. Driver examiners interviewed 2,221 errant drivers and placed a total of 3,036 drivers on probation. Driver examiners and clerks issued 44,903 new licenses and renewed 108,663 existing drivers licenses. Increased driver correction through the Driver Improvement Program.

Field Services Program (13):

Patrolmen spent 574,374 hours and compiled 7,031,932 miles of travel while performing their various duties. Patrolmen investigated 8,393 accidents, issued 66,699 citations for traffic violations, made approximately 100 criminal arrests (possession of dangerous drugs, stolen vehicles, etc.) and assisted 2,246 stranded motorists.

Commercial Vehicle Regulation Program (14):

Patrol officers issued citations for 4,246 registration violations and issued 447 citations for size and weight violations. Aided in the collection of fees related to commercial vehicle regulations and in the registration of commercial vehicles engaged in seasonal agricultural operations.

Vehicle Registration Program (17):

Assumed the registration for all boats for the state of Montana (approximately 27,063 boats per year) and the registration for all snowmobiles (approximately 16,834 per year). Established registration procedures for issuing personalized plates. Initiated administrative procedures for converting motor vehicle records and registration to data processing. Organized administrative procedures for implementation of the staggered system of registration.

ICI Administrative Program (19): N/A

Criminal Investigation Program (20):

Upon the request of local law enforcement offices, provided highly competent investigators to help investigate all types of major crimes throughout the state of Montana. Service to all 56 counties was provided in Fiscal Year 1975. Also, the Criminal Investigation Laboratory received 3,145 samples in Fiscal Year 1975 as compared to 2,007 samples in Fiscal Year 1974, representing a 36 percent increase. Received samples from approximately 95 law enforcement agencies in the state of Montana, including the Montana Department of Revenue and the State Fire Marshal Bureau. Provided expert witness testimony at 23 district court trials which represents an increase of about 300 percent in court appearances compared to the previous four-year average.

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Department of Justice

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Law Enforcement Teletype System (21):

Added five new agencies to the Law Enforcement Teletype System for a total of 51 terminals on-line. Upgraded the LETS switching device so that incoming and outgoing national LETS traffic could be routed to its destination automatically thus providing the user with faster, more efficient teletype communication. Provided instruction at all the basic schools conducted at the Law Enforcement Academy for the purpose of informing officers about the teletype system and the sources of information available to them through its use. Completed teletype training of approximately 114 law enforcement personnel around the state at four regional schools and one dispatcher school held at the Law Enforcement Academy.

Law Enforcement Academy Program (22):

Established a regional training program which will enable intensive short-term training to be presented throughout the state. Added a fifth session of basic schools to the curriculum and expanded the class to a minimum of 280 hours. Increased the number of graduating students from Fiscal Year 1974 to Fiscal Year 1975 by 26.66 percent.

Fire Marshal Program (23):

Expanded the training program which resulted in improved arson detection and investigation. Expansion also resulted in a 50 percent increase in the number of arson fires uncovered, with a proportionate improvement in convictions.

Identification Bureau Program (24):

Purged the old fingerprints and out-of-state records in the main fingerprint files. Checked for misfiled and incorrectly classified fingerprints thus providing a reliable main fingerprint file. Established procedures to maintain a fingerprint file which is more accurate and up-to-date, and to provide improved technical searches through the use of fingerprint characteristics to identify individuals who intentionally change their names.

Law Enforcement Advisory Council Program (25): N/A

Central Services Administration Program (28):

Completed consolidation of all accounting, fiscal and budgetary functions of the Department of Justice, thereby enabling the department head and the bureau chiefs access to fiscal information at one source.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION

One of the first actions of the newly elected five member Public Service Commission was to insure that consumers with utility or transportation complaints had a ready source to handle their problems. Through the use of PSE monies and later legislative action the Commission established the position of Consumer Complaint Clerk to work as an active ombudsman for the consumers of all five districts.

Work was begun on the preparation and adoption of a Consumer Bill of Rights, a Gas Energy Conservation Rule and a Gas Energy Waste Curtailment Rule.

FY 75 AGENCY ANNUAL REPORT

MONTANA UNIVERSITY SYSTEM/COMMISSIONER OF HIGHER EDUCATION (5102)

- I. Several policies of the Board of Regents of Higher Education were adopted or modified in order more effectively to coordinate, manage and control the Montana University System. The Board:
 - 1) Reaffirmed the role of the Commissioner of Higher Education in authorizing research, instructional or public service projects conducted jointly by two or more institutions within the MUS or between system units and other institutions.
 - 2) Redefined the role of the Bureau of Mines and Geology and mandated the appointment of a technical policy council which will report directly to the Commissioner.
 - 3) Established guidelines for granting resident credit for off-campus work.
 - 4) Reaffirmed the role of non-spectator sports in athletic programs and directed the authorization of fee waivers for women commensurate with those available for men.
 - 5) Authorized the Continuing Education Unit (CEU) for use in continuing education programs within the MUS.
 - 6) Revised the fee waiver policy to insure uniform application within the MUS.
 - 7) Mandated the participation of faculty and, when appropriate, students in the selection of academic administrators and delineated the composition of search and screening committees.
 - 8) Established procedures and guidelines for the review of the Commissioner and of presidents of institutions in the MUS.
 - 9) Established procedures for conducting collective bargaining negotiations and for participation of students in faculty negotiations.
- II. A number of task forces and committees were appointed to work with the Commissioner's staff to examine specific areas:
 - 1) A task force to develop a uniform accounting system consistent with the recent changes in generally accepted national accounting principles applicable to colleges and universities was appointed.
 - 2) A committee comprised of academic vice presidents was assigned the responsibility for recommending guidelines for program review.
 - 3) An inter-unit advisory committee on articulation was appointed to study the transferability of credits between institutions in the MUS and the community colleges.

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MONTANA UNIVERSITY SYSTEM/COMMISSIONER OF HIGHER EDUCATION (5102)

- 4) A task force was appointed to begin implementation of several recommendations made by the Blue Ribbon Commissioner on Postsecondary Education.
- 5) The Inter-Unit Committee on Affirmative Action was appointed to recommend appropriate policies.
- 6) An inter-unit committee on Native American programs was established to evaluate Blue Ribbon Commission recommendations and assist in the development of the Indian Culture Master Plan.
- 7) The Computer Coordination Committee was appointed to assess the needs of the MUS with regard to computer technology and to assist in the development of a management information system which will provide an adequate data base to accomplish planning and research functions.

III. Collective bargaining and related matters were significant factors during fiscal 1975. Specific developments were as follows:

- 1) A Statewide Policy Team was established to serve as representatives of the administration, under the direction of the Commissioner, in collective bargaining negotiations.
- 2) A uniform faculty contract was developed and adopted by the Board.
- 3) Contract negotiations were conducted with 28 bargaining agents for craft and trade unions.
- 4) Faculty collective bargaining was initiated at three of the six MUS institutions.

IV. Curriculum matters were of paramount concern:

- 1) A Deputy Commissioner for Academic Affairs was appointed to coordinate program development and to undertake a review of academic programs to determine the optimum balance between resources and emphasis.
- 2) More effective procedures were implemented to evaluate program proposals in terms of duplication, utilization of resources and cooperation between institutions.
- 3) The Board established priorities for program review and directed that teacher preparation curricula be evaluated during 1975-76.
- 4) Efforts were made to coordinate more closely areas of mutual concern of the Board of Regents and the Board of Public Education. Several joint committees have been formed to facilitate this endeavor.
- 5) Policies and programs were developed to increase access to higher education for all Montanans through continuing education, extension services and other off-campus instructional efforts, and to assess the

FY 75 AGENCY ANNUAL REPORT

MONTANA UNIVERSITY SYSTEM/COMMISSIONER OF HIGHER EDUCATION (5102)

quality of high school counseling and college advising.

V. Other programs:

- 1) Federal grants under Title I and Title VIA were received and distributed at institutions in the MUS.
- 2) State Student Incentive Grant (SSIG) moneys were secured to increase financial assistance for students in Montana.
- 3) The Commissioner, as executive officer of the "1202 Commission", which was established for purposes of reviewing and coordinating federal programs for higher education, was instrumental in initiating comprehensive planning efforts.

FY 75 AGENCY ANNUAL REPORT

WESTERN MONTANA COLLEGE (5108), a Unit of
the Montana University System, located at Dillon.

Instructional Program (01) Western Montana College has for its primary purpose the instruction and training of teachers for the public schools of Montana. In 1974 the Dean of Education certified through the State Superintendent of schools 54 new Elementary School teachers and 75 new Secondary teachers. Thirty-five people graduated with a Master or 5th year certification for a total of 172 graduates. Enrollment on November 1, 1974 was 769 students.

Academic Support (04) Western maintained a state liaison with teacher training units public and private and provided direction and assistance to its own instructional programs. The Library has increased volumes to 77,500.

Student Services (05) Western administered the Federal Financial Aid program assigned for 1974-75. Registrar's office maintained academic records for all students. Provided a permanent file of confidential papers to assist students seeking placement. Circulated lists of vacancies for students seeking jobs.

Institutional Support (06) Maintained the Role and Scope of Western as a Unit of the University System and provided educational and cultural programs. Financially Western Montana College stayed within the budget allotted by the legislature. Bond obligations were met in full.

Operation and Maintenance of Plant (07) With a limited budget and support from student work study programs we were able to maintain reasonable custodial operations.

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EASTERN MONTANA COLLEGE (5106)

1. Preliminary negotiations with the Eastern Montana College Faculty Bargaining Coalition and with the Eastern Montana College staff (MPEA) began in June 1975.
2. A major restructuring of the Faculty and Staff Handbook occurred changing it to a loose leaf system that may be updated at any time.
3. Enrollment and Graduates:

- a. 6.5% increase in student enrollment
- b. Number of students graduated as follows:

Associate of Arts	71
Bachelor of Arts	38
Bachelor of Science	105
Bachelor of Science in Education	254
Bachelor of Science in Rehab	32
Master of Science in Education	57
Master of Science in Rehab	11

- c. Number of Native American graduates:

Associate of Arts	27
Bachelor of Arts	1
Bachelor of Science	1
Bachelor of Science in Education	24
Bachelor of Science in Rehab	4
Master of Science in Education	0
Master of Science in Rehab	0

4. Faculty

- a. Faculty positions dropped during enrollment decline were replaced.

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NORTHERN MONTANA COLLEGE (5107)

Instruction (01)

The second year of the Performance Based Education Project was completed during the 1974-75 fiscal year. This project has had significant impact on the instructional program of all three divisions of the College.

Plans were made to change the administrative structure of the Vocational-Technical Division, reducing the number of departments from seven to four. The Board of Regents of Higher Education has approved the plans.

The Bachelor of Technology Degree, with six separate options, was planned and submitted to the Board of Regents of Higher Education and has been approved by that body.

The Early Childhood Education Project started by Northern Montana College as a federally funded project has been transferred to the local public schools. The programs for (1) preschool handicapped children, (2) the severely handicapped, and (3) kindergarten aged children are conducted by the public schools on the college campus. They provide excellent learning opportunities and field experiences for college students in the teacher training program.

A Mobile Science Laboratory was obtained through federal funding which will permit the college to offer community services within our service region and to provide science students field studies through on-site use of the mobile lab.

Public Service (03)

The College expanded its services to the public through increased offerings such as (1) five Business Luncheon Conferences, (2) three workshops in Indian Studies, (3) thirty musical programs, (4) eight Art Gallery Exhibitions, (5) five public programs in science-related topics such as edible fungi of the region, (6) an Audubon Series, (7) increased cooperation with the public schools in computer use, (8) a Canadian Symposium in cooperation with the Montana Committee for the Humanities, and (9) an I.A. Exposition and VICA Conference for public schools.

Academic Support (04)

More stack room was added to the Library by converting a classroom to that purpose. A federal grant was obtained which

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permitted the purchase of multi-media kits for all subject areas.

Student Services (05)

The Office of the Dean of Students assumed the responsibility for academic advisement for all freshman students who were undecided as to program. A part-time Indian Counselor was employed to assist Indian students with grant applications, orientation, housing, and other problems. The Dean's Office supervised a course in Career Development and Planning which was made available to all undecided freshman students.

Continued improvement was seen in the college placement services with the result that out of 210 degrees granted, 176 graduates were employed, 6 were unemployed and 28 were continuing their studies.

Institutional Support (06)

Upon the retirement of President Joseph R. Crowley, the ensuing presidential search resulted in the selection of Dr. Duane M. Leach as the fourth President of Northern Montana College.

Operation and Maintenance of Plant (07)

Natural gas consumption was reduced 12% from the base year 1971-72 and 11.7% from 1973-74. Electricity consumption was reduced 24% from the base year 1971-72 and 6.6% from 1973-74.

The first phase of the campus street parking lot paving and curbing project was completed and continued improvement was seen in campus landscaping with the planting of new trees and grass.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (5103)

Instruction (01)

1. Degrees Conferred
2. Planning and Evaluation Studies
3. Accreditation

Organized Research (02)

1. Externally Sponsored Programs
2. Other Organized Research
 - a. Biological Station, Yellow Bay
 - b. Bureau of Business & Economic Research
 - c. Bureau of Government Research
 - d. Lubrecht Experimental Forest
 - e. Division of Educational Research & Services

Public Service (03)

Academic Support (04)

1. Library
2. Computer Center

Student Services (05)

Institutional Support (06)

1. Equal Employment Opportunity Program
2. Prohibition of Sex Discrimination
3. Administrative Reorganization
4. Legislative Audit

Operation and Maintenance of Physical Plant (07)

Scholarships and Prizes (08)

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (5103)

Instruction (01)

1. Degrees Conferred

A total of 1,644 degrees were conferred, 1,074 for men and 570 for women. The breakdown by types of degree is:

	<u>Men</u>	<u>Women</u>	<u>Total</u>
Ph.D. & Ed.D.	41	6	47
J.D.	54	7	61
M.A. & M.S.	85	43	128
Professional Masters Degrees	142	28	170
B.A. & B.S.	746	483	1,229
Associate of Arts	6	3	9

2. Planning and Evaluation Studies

a. Graduate School

The Graduate Council continued its rigorous reviews of graduate programs and completed the review and evaluation of six Master's degree programs in 1974-75. These included the departments of Anthropology, Communication Sciences and Disorders, Drama, English, Geography, and Health, Physical Education and Recreation.

The graduate programs in the School of Education through the Doctor of Education degree were reviewed and evaluated by a team of three prestigious external consultants recommended by the National Council of Graduate Schools.

The total enrollment of graduate students increased by 8% over 1973-74 and totaled 934. The on-campus enrollment increased 9.3% and totaled 770.

b. New Academic Programs

New graduate programs have been developed in School Psychology, Public Administration, and in Rural, Town, and Regional Planning. The School Psychology program was approved by the Board of Regents, the other proposals are pending. Significant expansion of Indian Studies and Drug Education took place in response to legislative action.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (cont.)

3. Accreditation

The School of Journalism was re-accredited in the news-editorial sequence and received provisional accreditation in Radio-TV. Accrediting teams have visited the Social Work and Communication Sciences and Disorders departments, but to date no final reports have been made. Review documents for the Masters of Business Administration have been submitted but no visit has yet been made.

Organized Research (02)

1. Externally Sponsored Programs

During the period July 1, 1974 to June 30, 1975, a total of 175 grants and contracts were actually awarded. Total funds involved in these awards were \$3,514,587. This does not, of course, represent all grants and contracts in force in FY 1975, since some from previous years were continued, and others were terminated during the year. The University Small Grants Program supported 32 projects for a total amount of \$45,000. Five Special projects were funded for a total of \$13,905.

2. Other Organized Research

a. Biological Station, Yellow Bay

The Station carried on two major research projects during the year. A water quality study of Flathead Lake was supported by a grant from the Environmental Protection Agency (EPA). A nutritional study of zooplankton in the lake was funded by the Water Resources Research Center. The regular summer program of research and classroom work continued in 1975.

b. Bureau of Business and Economic Research

The highlights of the year were the selection of the Bureau, together with the Agricultural Economics Department at MSU, to do the first annual economic report to the governor, the briefing presented to the governor and legislative leaders, plus the subsequent widespread interest in the report.

A recent study of the potential economic impact of coal development in eastern Montana has been recognized as a major contribution and a quality piece of research.

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UNIVERSITY OF MONTANA (cont.)

The MONTANA BUSINESS QUARTERLY, under new editorship, has been transformed into an attractive journal with content focused on state issues and matters of interest to the business community.

Throughout the year Bureau staff members have provided services to individuals and business firms, to state agencies, and to other departments of the University.

c. Bureau of Government Research

During the past year the Bureau has carried out research concerning local governmental operations in Montana under the 1972 state constitution. This research culminated in draft legislation submitted to the Governor's Local Government Advisory Council, twelve position papers submitted to the Montana Legislature, six public education publications concerning the local government review process, and a Handbook on Montana Forms of Local Government for the use of state and local governmental officials and interested citizens.

d. Lubrecht Experimental Forest

During the past fiscal year, Lubrecht was the site of six major forestry research projects, involving the efforts of ten faculty members and twelve graduate students. The Forest was also used as a field classroom in eight different courses which enroll a total of more than 400 students. During the spring, fifty students from Oklahoma State University used the camp and Forest for field studies for a period of eight weeks. Eight other conferences of two to five days duration, and numerous one-day meetings, were held at the camp.

e. Division of Educational Research and Services

During the past year the Division has worked with a dozen school districts in Montana on educational problems dealing with training of aides, in-service education of teachers, evaluation of instructional programs, development of curriculum areas, evaluation of educational buildings and recommendations for school organizations and new facilities. In addition, a Guide for Teacher Evaluation for the Montana School Boards Association has been prepared for distribution to board members and educators throughout the state. The Division generated funds to employ seven graduate students, several clerical workers working toward a degree, and one full-time secretary during the same period.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (cont.)

Public Service (03)

The University's public service activities involved the Center for Continuing Education, the Bureau of Business and Economic Research and the Bureau of Government Research, among others. Total enrollment in extension programs rose from 3,100 in Fiscal 1974 to 4,200 in Fiscal 1975. Two other significant accomplishments for the Continuing Education Center were the establishment of an AA Degree for inmates at Montana State Prison and a Pilot High School Program whereby juniors and seniors from Missoula and surrounding high schools may take two courses per quarter at the University.

The Bureau of Business and Economic Research continued to address economic issues facing the state. Among its major publications were Water Use and Coal Development in Eastern Montana and the Economic Report to the Governor (the latter in conjunction with the Department of Agricultural Economics, Montana State University).

Major accomplishments for the Bureau of Government Research included workshops on local government topics for city and county officials and the general public at locations throughout the state. Bureau staff members also published a series of public information materials on Montana's Local Government Review.

Academic Support (04)

1. Library

The fiscal year 1974-75 was an active one in the library, from several aspects. Use of the library was increased over previous years, as evidenced by the increases in number of items circulated (102,207), in the number of uses of interlibrary loan (5,966 out, 2,333 in), and in the use of Reserve Books (57,006), and in the volume of off-the-shelf use as indicated by the quantity of items to be picked up and reshelfed. Although the increases were not large, they reflect a steadily growing and more sophisticated use of the library. We also had a greater number of requests for orientation tours or lectures, and instruction in bibliography and library use, on the part of classes, departments, or individual groups, as well as greater numbers involved in each. There was a satisfying increase in the number of students participating in orientation during the summer and fall orientation sessions.

The library added 32,683 volumes to the collection during the year, bringing the volume count to 471,639. To this should be added about 60,000 volumes of government documents not included in the basic count. Again, this represents a slight increase in the number of volumes added, in spite of a rather stable book budget. It also reflects the addition of more gift volumes than in the previous year.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (cont.)

In addition to increased work loads due to patron use, the library staff has undertaken an extensive review of its operation and function, and management organization. This has involved a great deal of staff time, at all levels, but has resulted in greater participation by faculty and staff in the library's operation, and an improved morale environment.

2. Computer Center

Although institutional, research and administrative use of the computer continue to increase, the only major improvements to the system this year were the addition of a disc-drive and a drum type 32" wide plotter. There was a slight increase in teletype terminals; there are now 36 remote terminals, 10 hard-wired terminals in the student area and 2 hard-wired graphics terminals in the Science Complex.

Student Services (05)

1. Campus Recreation

The Campus Recreation Department has continued to implement new programs and services. Participation reached 11,700 individual sign ups for various events (up 2,800 sign ups from 1973-74).

2. Food Service

The Food Service Department maintained the high level of "student preference" programs serving students, the academic community and visitors to our campus. The new University School Lunch Program provided 4,000 meals per day distributed to Missoula's 19 elementary schools. All budget and bond requirements were met.

3. Housing

The Housing Department proceeded with an ongoing program of facility improvements with a project to install new draperies in Miller Hall, a new roof on Craig Hall, and a remodeling of the Elrod Hall lounges along contemporary lines. All budget and bond requirements were met.

4. Financial Aids

The Financial Aid Department administered \$3,374,574 in student assistance monies. These monies were distributed as follows: Scholarships-215 students, Work/Study-612 students, Supplemental Education Opportunity Grants-168 students, National Direct Student Loans-621 students, Basic Educational Opportunity Grants-332 students, and student employment-1,573 students. Additionally, the Financial Aid Office assisted 1,250 students in the acquisition of Guaranteed Student loans.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (cont.)

4. Career Planning and Placement

The Career Planning and Placement Service placed or found positions for 80% of the students who registered for assistance. Also, in compliance with the Guaranteed Student Loan Program, the Career Planning and Placement Service is making career information available to all students via a brochure. The Department of Health, Education and Welfare has approved and requested permission to use this brochure as a prototype for the state and region.

Institutional Support (06)

1. Equal Employment Opportunity Program

During Fiscal 1975 the University of Montana implemented the personnel practices and procedures set forth in the institution's Equal Employment Opportunity Program. This plan had been approved by the Department of Health, Education and Welfare for implementation in Fiscal 1974.

2. Prohibition of Sex Discrimination Program

The University as a recipient of Federal financial assistance comes under the purview of Title IX of the Education Amendments of 1972 and, in implementing the DHEW regulations, has named J. A. "Dell" Brown as the person to receive inquiries and complaints of alleged sex discrimination. A grievance procedure is also being established and the University is engaged in a self-study directed at identifying potential sex discrimination practices.

3. Administrative Reorganization

An administrative reorganization was effected during the 1974-75 year. The major changes were the elimination of the positions of Vice President for Administration, Vice President for Research, Business Manager and Director of Information Services and the creation of the positions of Vice President for Fiscal Affairs, Director of Sponsored Program Administration and Assistant to the President. All business functions of the University, responsibility for which had been divided between the Vice President for Administration, the Vice President for Research and the Business Manager have been consolidated under the Vice President for Fiscal Affairs. The Director of Sponsored Program Administration, who reports to the Academic Vice President has assumed most of the responsibilities aside from certain business functions previously assigned the Vice President for Research. The Assistant to the President has assumed the responsibilities previously assigned to the Director of Information Services plus general responsibility for public relations.

FY 75 AGENCY ANNUAL REPORT

UNIVERSITY OF MONTANA (cont.)

4. Legislative Audit

The Office of the Legislative Auditor submitted its audit of the University in 1974-75. The University was able to concur with most of the Auditor's recommendations and corrective action either has or is being taken.

Operation and Maintenance of Physical Plant (07)

The Physical Plant program seeks to maintain buildings, grounds and furnishings at the University of Montana, Fort Missoula, UM Biological Station at Yellow Bay, the main campus and Mount Sentinel, Dornblaser Field, University golf course and Married Student Housing. Construction administered included \$1,639,682 for projects completed or in process and \$2,616,250 for projects being planned.

Scholarships and Prizes (08)

The scholarship and prize funds are used to provide waivers of registration, incidental and non-resident fees. During the 1974-75 academic year, a total of \$540,321.50 was expended for the waiver of registration, incidental, and non-resident fees. The quarterly breakdown for number of waivers is as follows:

Fall quarter 1974	953.5 registration fee waivers
	1023.5 incidental fee waivers
	248.5 non-resident fee waivers
Winter quarter 1975	958.5 registration fee waivers
	1032.5 incidental fee waivers
	229.5 non-resident fee waivers
Spring quarter 1975	927.5 registration fee waivers
	999.5 incidental fee waivers
	264.5 non-resident fee waivers

The largest dollar volume of waivers was for High School Honor Scholarships (\$40,194), Indian fee waivers (\$48,609), advanced honor scholarships (\$56,529), and athletic grants-in-aid (\$108,567).

FY 75 AGENCY ANNUAL REPORT

MONTANA STATE UNIVERSITY (5104)

Instruction (01)

- Provided quality instruction to 8,564 FTE (fiscal year 1974-75) students, the largest FTE enrollment of any educational institution in the state.
- 140 faculty, staff and students received state, regional, national, or international honors in their fields.
- Awarded 1,400 Bachelor's, 175 Master's, and 15 Doctoral degrees (1,590 total).

Organized Research and Other Contracts/Grants (02)

- Acquired and began work on over \$4,400,000 in grants and contracts from government agencies and/or private foundations and others.
- Secured \$1,114,000 magnetohydrodynamics (MHD) research grant (included in total above).
- Completed initial report on landmark investigation concerning environmental impact of a recreational development - Gallatin Canyon Study.
- Began 3 research projects on reclamation of strip mine lands totaling over \$1,126,000 (included in total above).

Public Service (03)

- Continuing Education and Title I programs extended university expertise and training to 13,211 additional Montanans directly and 49,200 indirectly.
- 4-H and Future Farmers of America state conferences held at Montana State University, as well as those of numerous other smaller state organizations.
- Project in hospital management rated among best Title I projects in nation by Federal Title I officials.

Physical Plant (07)

- Began use of the Classroom Office Building with space for 1,440 students and 120 faculty offices.
- Continued emphasis on conservation kept cost increases minimal in spite of increased residence hall use and additional buildings in use.

Scholarships and Fellowships (08)

- Provided and/or managed \$2,915,471 in grants, loans, scholarships, work/study or fee waivers to assist students.

FY 75 AGENCY ANNUAL REPORT

MONTANA AGRICULTURAL EXPERIMENT STATION (5109)

Major Accomplishments

The experiment station continued agricultural research conducted by 125 full and part-time research scientists in 16 departments, 7 research centers and at numerous farms, ranches and other locations over a statewide array of environmental conditions. Research results have been made available to user groups through publications, news articles, radio tapes, farm magazines and personal contact. Use of this information will result in significant increases in efficiency, reduction in cost and risk and increased agricultural income. Significant research accomplishments have been made in the following areas:

1. Natural resources - Data essential to the wisest use and conservation of our natural resources in such areas as range renovation and fertilization, soil conservation, water use and quality maintenance, snow storage, reclamation of mined lands and disturbed areas, saline seep problem areas, feedlot impacts and fertilizer in the soil environment were developed.
2. Livestock Production - Information was obtained essential to increasing production efficiency of cattle, sheep and swine in areas of nutrition of range and feedlot livestock, crossbreeding, selection, reproduction, induced calving, diseases, parasites, managing irrigated pastures, product quality and marketing.
3. Production of grain and forage crops - A wide array of information was produced essential to increasing efficiency of grain, oilseed, forage, sugar beets, potatoes and other crops production, including research in such areas as fertilization, variety development and recommendations, seed germination and development, irrigation, plant diseases, cropping methods, crop rotations, hay harvesting, seeding, weed control, climatic effects, crop quality, transportation, economics of production and marketing.
4. Community development problems and solutions - Essential background information on numerous sectors of rural communities was generated during the year. This includes such items as effects of in and out migration, leadership in rural communities, attitudes and activities of rural citizens, effects of ageing, Indians in schools, coal and power development, and land use planning. An important research effort on manpower needs in the state identified job vacancies, needs and training required to fill these jobs.
5. Recreation - Recreational use information was generated on several aspects of recreation including impacts of large scale recreational areas, fish and wildlife production, plant species and management for recreational use and soil properties.
6. Improved crop varieties and livestock - In addition to information derived from research, an important contribution of the experiment station is made through the production and distribution of foundation seed of outstanding crop varieties and of breeding animals of improved strains. A total of 21 varieties of crops were included in the foundation seed increase program in 1974-75 and this seed was distributed to seed growers for increase and sale to crop growers throughout the state.

FY 75 AGENCY ANNUAL REPORT

COOPERATIVE EXTENSION SERVICE, MONTANA STATE UNIVERSITY (5110)

Agricultural Programs

- * Helped cattlemen save cattle and produce more beef by providing information on:
 - Location of hay during April storm and balancing rations with cheaper roughage
 - Breeding of heifers for greater lifetime production (4,000 ranchers contacted)
 - Control of brucellosis and rabies (cooperating with Mont. L.S. Sanitary Board)
 - Control of predators (cooperating with Montana Dept. of Agriculture)
- * Helped farmers avoid loss, alerting them to and providing information on:
 - Grasshopper problems (surveyed cooperatively with Montana Dept. of Agriculture)
 - Plant diseases (4 surveys conducted)
- * Helped seedgrowers certify 1,000,000 cwt. seed potatoes; 1,000,000 lbs. of grass and legume seed; 405,000 bu. of grain, value of \$3,000,000
 - Made 10 improved crop varieties available
 - Conducted 25 schools and tours as part of State Range Plan to increase range production 40%
- * Initiated program to increase irrigated forage production in Western Montana by 39% (755,795 Animal Units per Month)
- * Continued program of certified clean hay production for use in National Forests Program nets \$10 per ton premium for producers
- * Initiated study of economics of the various haying systems: loose, baled, etc.
- * Continued no-till planting demonstrations in South Central Montana to save fuel, time and machine costs
- * Initiated search for methods of reducing moisture in saline seep recharge areas
- * Conducted 50 research fertilizer demonstration tests; goal \$285,000,000 crop increase
- * Alerted farmers to out-of-state fast-buck, low-value, fly-by-night fertilizer sellers
- * Held water law and measurement meetings for 2,287 farmers
- * Aided farmers in planting 1½ million Clarke-McNary trees for shelterbelts
- * Initiated computer service in a county for farmer use in budgeting management
- * Conducted Indian Ranch Credit Program for 50 people, 3 graduated to Commercial Cr
- * Helped Park County ranchers get 2¢/lb. over State average for calves
- * Helped set up television auction for Beaverhead lambs
- * Assisted hog producers get \$1.42 cwt. added price, or \$1 million
- * Conducted Ag-Business Management workshop for Co-op managers
- * Conducted Wheat Seminar to West Coast and held 5 outlook meetings

Community Development and Public Affairs Programs

- * Held workshops for 248 people and travel-study seminar for 26 participating in Kellogg Extension Education Project (KEEP)
- * Held foreign trade forum with 1,782 people participating
- * Conducted land use education in growth areas
- * Conducted resource management education (cooperatively with State Fish & Game Comm.)
- * Organized Toole-Pondera rural residents for domestic water from Tiber Lake
- #### Home Economics Program

 - * Provided diet-improving information to 900 families and 1,200 youth through a low-income nutrition program
 - * Taught 5,890 women to plan spending; held upholstery workshops to help 200 women save \$13,000; held clothing construction workshops to help 353 women save \$41,300
 - * Taught 700 women how to conserve heat and electricity
 - * Helped develop emergency medical service in Teton County
- #### 4-H and Youth Program

 - * Provided "Learning by Doing" experiences for 14,000 4-H and 8,300 other youth with help of 3,500 volunteer leaders
 - * Completed 2nd year of pilot project to adapt 4-H to Indian needs. 340 youth enrolled.

FY 75 AGENCY ANNUAL REPORT

MONTANA BUREAU OF MINES AND GEOLOGY (5121)

A geochemical study of potential mineral deposits (including platinum) on the Flathead Indian Reservation was completed.

Federally funded drilling and mapping of coal fields in the Powder River basin and eastern Montana continue.

Investigations in the saline seep problems of Montana have been expanded.

Extensive studies of the effects of coal mining on the groundwater resources of eastern Montana were conducted.

The Analytical Division was expanded so that it could accept thousands of water samples from federal and state agencies in addition to those of the Bureau. In fiscal '75 more than 65,000 analytical determinations were completed.

FY 75 AGENCY ANNUAL REPORT

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY (5105)

Instruction (01)

Awarded 78 bachelor degrees and 25 associate degrees, and 8 masters degrees.

The Board of Regents has withdrawn Tech's authority to grant BA degrees in English and history, but has invited Tech to propose viable alternatives for a degree program in the humanities incorporating the mineral engineering and science base.

Conducted a summer session for junior and senior high school teachers sponsored by the mineral industry on the importance of mineral industry in society.

Developed criteria and implementation plan for an instruction oriented-interaction computer system.

Organized Research (02)

A \$370,792 contract was signed in April providing for ERDA-sponsord MHD research into coal characterization and coal preparation, drying, storage and feeding; and materials studies of MHD preheater materials.

Research, funded by USBM, into coal mining methods continued.

An NSF funded study is under way to develop improved instructional materials and techniques for the self-paced teaching of extractive metallurgy. Materials prepared are tested at selected universities and colleges across the USA.

Academic Support (04)

Obtained funds from HEW under Title 11-A and the Butte Model Cities Agency for Library equipment and special books for the mineral engineering degree programs.

A new Library building, authorized and appropriated by the Legislature will begin construction this year.

Student Services (05)

Initiated new Tau Beta Pi affiliated engineering honor society (analogous to Phi Beta Kappa) for recognition of outstanding engineering scholars.

Placed BS engineering graduates at an average starting salary of \$1,267 per month (an 18.5% increase over 1974).

Awarded \$190,000 in Federal financial aid in the form of loans, grants and work study opportunities.

Awarded \$60,000 in on-campus, non-Federal, student employment.

Institutional Support (06)

Formed a Role and Scope advisory committee to evaluate and reassess the College's mission and to develop long range plans to implement the mission. Effective use of available resources; faculty, facilities, and finances should result.

Implemented new computer system compatible with state system to replace antiquated and ineffective computer. New system, while instruction oriented, can also be used for administrative functions and faculty research.

FY 75 AGENCY ANNUAL REPORT

MONTANA COLLEGE OF MINERAL SCIENCE AND TECHNOLOGY (5105), CONTINUED

Physical Plant (07)

Completed maintenance, road improvement, and numerous remodeling projects including new aluminum windows in Main Hall and Metallurgy Buildings. Road improvements greatly improved entrances and exits to the campus. Planted several hundred trees and started other landscaping projects. Emphasis was placed on energy conservation, and many programs were started to conserve energy.

Scholarships and Fellowships (08)

Awarded over \$81,500 in scholarships (\$63,000 was industry financed), an average of over \$85 for each student currently enrolled at Tech.

FY 75 AGENCY ANNUAL REPORT

EDUCATION

ADVISORY COUNCIL FOR VOCATIONAL EDUCATION (5116) (01)

The Advisory Council continued required activity of evaluating and reporting on vocational education by: conducting nine on-site visits of programs; initiating a study of the present educational potential of postsecondary vocational education institutions; conducting a statewide public meeting on governance of vocational education attended by over one hundred people; and assisting in the revision of the State Plan for Administration of Vocational Education.

FY 75 AGENCY ANNUAL REPORT

MONTANA ARTS COUNCIL (5114)

Promotion of the Arts (01)

The Montana Arts Council doubled its activity of providing professional artists to Montana schools for residencies in poetry, filmmaking and visual arts. The activity now reaches 65 schools and affects 15,000 students.

The Montana Arts Council continued to expand its re-granting function increasing federal funds available for grants by 31%.

The Montana Arts Council has continued to expand its community arts survey in communities of 3,000 and under. Activities in 1974-75 involved 14 communities in which 1,000 people attended public meetings to plan for the future of the arts in their communities.

FY 75 AGENCY ANNUAL REPORT

LIBRARY COMMISSION (5115)

General Library Services (01)

Services to state agencies were greatly increased. Six agencies now have agreements for library service, and a seventh is receiving assistance in the cataloging of their collection. A workshop for state employees was held in cooperation with the Energy Research Coordinator to acquaint the participants with energy-related research and reference material offered by the State Library. A photocopy of the table of contents of journals received by the State Library is sent to state agencies as each new issue is received. Employees may then request a copy of any article which interests them. Reference and interlibrary loan service to state personnel has doubled in the past year.

Library Development

Library federations were strengthened. Seven grants from federal funds were made to assist in providing better service to areas without library service or with inadequate library service. One grant was made for library construction. Legislation was passed to allow a vote for funding of state aid to federation libraries at the November, 1976, election.

Library Networks Program (02)

Procedures initiated to allow library federation headquarters to call member libraries for requests and forward them by TWX. State Library staff participated in WICHE network planning meetings. Workshops on interlibrary cooperation held for coordinators of federations, school, special and academic librarians.

Institutional Library Services (03)

Contracts were made with seven public libraries to extend library service to state institutions within their areas. Branch libraries staffed by State Library personnel have been established at Boulder River School and Hospital, Montana State Prison and Warm Springs State Hospital. Library service is also extended to Galen State Hospital and Mountain View School.

Library Service to Physically Handicapped (04)

Large increase in services to include 4,440 readers, 2,050 of whom were served by deposit collections in rest homes, hospitals, institutions, schools and public libraries. Workshops were held to help in identification of those eligible for services and assistance was given in how to provide services.

Administration of Library Programs (05)

Publication of Montana Library Directory and the public library statistics. Changes were made in reporting procedures at both state and local levels to comply with recommendations made by federal auditors after the audit of the administration of Library Services and Construction Act funds.

FY 75 AGENCY ANNUAL REPORT

Montana Historical Society - 5117

Administration Program (01)

The directorship of the Society changed twice during the year; however, all programs were completed as scheduled.

Library & Archives Program (02)

The library sponsored, through a grant from the Montana Committee for the Humanities, a very successful Montana History Conference. The employees of this program also formalized plans for publishing a manuscript of Montana history, NOT IN PRECIOUS METALS ALONE.

Museum & Galleries Program (03)

The contract with the Army Corps of Engineers for the construction and installation of exhibits for the Visitor's Center at Lake Koocanusa, Libby, Montana, neared completion for dedication August 24, 1975.

Magazine Program (04)

The magazine MONTANA, THE MAGAZINE OF WESTERN HISTORY, experienced a successful year of publishing; restructured its subscription rates and began a promotional program to increase membership in the Society.

Merchandising Program (05)

In spite of a depressed market in bronze sales, our over-all sales showed a marked improvement over the previous year.

FY 1975 AGENCY ANNUAL REPORT

Department of Fish and Game (5201)

Centralized Services (01):

An internal auditor position was established as a means of monitoring department procedures.

Environment and Information Division (02):

Twelve major studies related to coal and energy are in progress. Less than 25% of the funding for the projects is from state sources, with private and federal contracts providing most of the revenue. A broadening of responsibilities and activities was experienced through increased notification to the department for review of construction projects that may alter stream habitat. Information programs were expanded through greater radio coverage, production of movie films and exhibits, and growth of the department's magazine from 27,000 to 34,000 paid subscriptions.

Fisheries Division (03):

State waters were planted with over 9.3 million trout and salmon in calendar year 1974. Fishery surveys of lakes and streams throughout the state were continued, with special emphasis directed to southeastern Montana where the development of coal strip mining and power generation could affect the water and fishery resource.

Enforcement Division (04):

From July 1, 1974 to June 30, 1975, state game wardens issued 3,615 "Notice to Appear and Complaints," performed 6,363 license dealer audits, obtained creel checks or game bag counts from 79,120 hunters and fishermen, and represented the department at 320 sportsmen's club meetings.

Game Management Division (05):

A total of 2,633,086 man-days of big game hunting was provided in Montana during 1974. Wildlife surveys were continued and recommendations for restrictive deer seasons in certain hunting districts were adopted. Nearly 900 acres of wildlife habitat were acquired. Important research included initiation of a coyote-wildlife study, completion of an ecology of sagebrush control study, and planning of deer research.

Recreation and Parks Division (06):

Public access and outdoor recreation opportunities were provided on 194 individual areas including seven state parks, 34 recreation areas, 140 fishing access sites, 11 state monuments, one recreation road containing several sites, and one recreation trail. During the same period, 40 projects were submitted to the Bureau of Outdoor Recreation for Land and Water Conservation Fund cost sharing. The amount made available for these projects equaled \$1,770,000.

Planning Division (07):

Comprehensive wildlife planning progressed through the inventory of resources during 1975.



Department of Health and Environmental Sciences
STATE OF MONTANA HELENA, MONTANA 59601

John S. Anderson M.D.
DIRECTOR

October 14, 1975

The Honorable Thomas L. Judge
Governor
State of Montana
Helena, Montana 59601

Dear Governor Judge:-

In accordance with the requirements of Section 82-4002, RCM 1947, there is herewith transmitted to you the report of the Department of Health and Environmental Sciences covering fiscal year ended June 30, 1975.

Respectfully submitted,

John S. Anderson
John S. Anderson, M.D.
Director

PRINCIPAL OFFICES AND OFFICERS

Fiscal 74 - 75

STATE BOARD OF HEALTH AND ENVIRONMENTAL SCIENCES

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Benjamin F. Wake, Administrator, Environmental Sciences Division

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)
Health Planning and Resource Development Division (01)

Assisted in placement of 10 physicians, 6 dentists and allied health personnel in small rural communities through National Health Service Corps.

Developed and established community health nursing project in nine rural communities.

Developed health data system placing health manpower, services and facilities information on computer-based format to improve capability of tracking health related governmental expenditures.

Assisted in development of 4 areawide health plans that have been completed in North Central, Eastern, Southwestern, and Northwestern Areawide CHP regions.

Conducted study and published report on provision of acute medical care for residents of state-supported institutions at request of Department of Institutions.

Published reports on impact of state and federal regulations on nursing homes in northwestern Montana.

Internal reorganization improved health planning and implemented PL 93-641, providing more effective link between health planning and implementation. Did not create new or additional programs or require additional state funds. Division's name changed from Comprehensive Health Planning.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)

Centralized Services Division
Management Services (02)

Legal Division formed.

Legislative action taken during 1975 session transferred Alcoholism Prevention and Control Program to Department of Institutions, effective June 30, 1975. Transfer will integrate the department's preventive program with the ongoing program of the Department of Institutions.

Hearings began on application for construction of Colstrip units 3 and 4. Court action obtained to clarify responsibilities of the Board of Health and Environmental Sciences, which was ordered to hold the hearings. The Board is to certify to the Board of Natural Resources as to whether state and federal air and water quality standards can be met. In absence of budget funds, the department made arrangements to defray cost from budgets provided for other programs.

Financial and administrative support provided to enable Billings-Yellowstone County Health Department to become operational. Legislation obtained to provide fee returns to counties for inspections of local facilities by local department personnel.

Trial system of Management by Objective budget and operations control begun in one of the major bureaus. Managed program budgets and operations to cover federally supported portion of retroactive pay plan in amount of \$155,000 without additional funds. Developed continuing education seminars in public health and related state and local health provider personnel.

Initiated project in District Six Learning Center, Billings, demonstrating sharing of health educator by small urban and rural hospitals to develop patient education programs. Project enhances joint planning and working relationships between hospitals.

Developed increased action in school health through Joint Staff Committee with Office of Superintendent of Public Instruction, advisory council and meetings with teachers and administrators in state.

Organized consortium of agencies and organizations to fund Self-Incorporated, an educational program that helps 11 to 13 year olds cope with emotional and social problems that confront them.

Pilot adult health education program developed and conducted, designed to provide young adults with preventive measures enabling them to take responsibility for their own health.

Conducted workshops for 2,443 high school girls and 702 community women on breast self-examination and cervical cancer detection.

Assisted with establishment of full-time nursing service in Lake County.

Provided manpower for multiphasic screening in Madison and Toole Counties.

Implemented system for reporting of legally induced abortions.

Special tabulations in areas of air quality, family planning and alcohol and drug control to aid in program assessment and development.

Designed and programmed an improved system for processing licenses for Food and Consumer Safety Bureau, utilizing computers.

Public Information Unit formed, responsible directly to Director.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)
Health Services Division (04)

Investigation of outbreak of gastroenteritis at ski resort, affecting 750 persons, lead to discovery of contaminated water supply and implementation of effective controls to halt epidemic (report available).

Analysis of distribution of measles (rubeola) lead to changes in epidemiologic methods, resulting in case reduction from 373 in 1974 to 50 in 1975, to date.

Reviewed and evaluated entire Tuberculosis register, resulting in reduction of register cases by almost half, saving clerical time and improving case investigation and program efficiency.

Revised process of billing third party payers for Heart Diagnostic Center (Great Falls) services, with savings in paper and clerical time and increased reimbursement.

Heart Diagnostic Center for Adults (Missoula) closed, saving \$12,000/yearly. Other providers are available with services within the state.

Ten counties participated in Women, Infants and Children (WIC) program. Over 89% of those eligible received services--3,750 children (1 through 3), 1,875 infants, 1,875 pregnant or nursing women. Cost was \$25.33 per recipient. Program completely funded through U.S. Department of Agriculture.

Early identification of scoliosis through Yellowstone City-County Health Department. 5,201 students, grades 5 through 8, screened for possible abnormal curvature of spine; 200 children referred for further medical evaluation.

Early Periodic Screening, Diagnosis and Treatment (EPSDT) found 72% diagnosed conditions which were previously unknown. 58% were previously unknown chronic conditions. 42% received further medical evaluation and treatment, including dental and immunization.

Child health services are provided for children born with certain congenital abnormalities. 177 children were hospitalized for corrective surgery (\$621 per hospitalization), 358 additional children assisted in seeing specialists, 199 children evaluated at special cleft palate clinics. 8,163 children seen at Well Child Clinics and an additional 24,733 children benefited from nursing services.

Favorable vote received for first time in state on fluoridation issue, in Scobey. Provided consultant services, brochures, pamphlets to assist in campaign for fluoridation.

Over 52,000 elementary school children, almost one-half of those in state, participated in program for control of plaque and dental disease.

Over 2,000 elementary school children in Kalispell/Columbia Falls area participated in fluoride mouth rinse program.

Trained and assisted Billings school nurses in Title I schools in rejuvenating program of providing emergency dental care to medically indigent children.

Developed guidelines on role of an advisory dentist to long-term care facilities, and a manual on "Oral Hygiene Care for Long-Term Care Facilities."

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)
Health Care Facilities and Manpower (05)

Received \$545,703 HEW grant to assist 24 counties in procurement of ambulances and radio communications equipment for the Emergency Medical Services (EMS) System.

Planning grant from HEW, \$120,000, for emergency medical services will be used to assist 32 counties improve their EMS capabilities.

Assisted 15 communities in developing local emergency medical services councils.

Assisted Communications Division in developing an EMS radio network.

Emergency Medical Technician (EMT) training established in 9 educational institutions (community colleges and Vo-Tech centers) through \$99,641 HEW grant.

Worked with the Federation of Rocky Mountain States and Mountain States Health Corporation on pilot project of EMT refresher training in rural areas by ATS-6 satellite.

Assisted with 36 EMT training courses, 730 EMTs trained and certified.

Trained 50 instructors in American Heart Association Basic Life Support (Cardiopulmonary Resuscitation).

Trained 20 instructors in American Red Cross Advanced First Aid and Emergency Care.

Certified 124 law enforcement officers in Standard First Aid and Personal Safety.

On-sight inspections for 99 ambulance services.

Consultation provided for 15 ambulance services.

Assisted 1 community in organizing ambulance service.

Administered \$1,890,000 in Hill-Burton grant funds to ten projects. (Three long term care, one rehabilitation facility, two out patient and four modernization projects.)

Allocated \$2,688,000 in Hill-Burton Loan Guarantees to four projects. (One long term care facility replacement, one new long term care facility, one hospital replacement, and one combination hospital-long term care facility replacement.)

Construction plans approved for eleven hospital replacement and long term care projects. Combined cost of projects, approximately \$43,000,000.

33 projects were reviewed under Section 1122 of Social Security Act. 30 were approved, 3 disapproved.

Surveyed all health care facilities and services within jurisdiction for compliance with current standards, and made reports.

Investigated bona fide complaints made against any health care facility or service within jurisdiction.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)
Environmental Sciences Division (06)

Water Quality - Laboratory capabilities improved by addition of automated equipment obtained through federal grants; chemical procedures manuals drafted; quality control program was established; and a computerized water quality data system was revised and expanded.

Approximately one-half of EPA required water quality management plans in the state of Montana were completed.

A strategy for maintaining the high quality of waters in Montana was developed in each one of the plans.

Federal grant awards of over \$150,000 received. Other special investigations were completed, including effects of proposed Colstrip power plants and the impact of saline seeps on Montana waters. Ten surveys of 13 lakes to determine factors affecting water quality in the Flathead River drainage completed.

Administration of Federal wastewater discharge permit program assumed and new program combining the old state dischargers and to most minor dischargers not previously covered by federal permit program.

Eleven projects under federal sewage works construction grants program, jointly administered by Water Quality Bureau and EPA, completed.

Bureau assumed greater responsibility to minimize effort duplication and speed review process.

Steps taken to initiate effective enforcement program for Montana's water pollution control laws. From November 1974 to July 1975, approximately 50 formal requests for enforcement action submitted to legal unit, resulting in issuance of 35 abatement or compliance orders. Compliance with most of orders achieved.

Bill providing partial reimbursement of subdivision review costs passed by legislature.

Subdivision Bureau formed to handle only subdivision matters.

Air Quality - Developed enforceable compliance schedules with copper smelter, Anaconda; lead smelter, East Helena; aluminum plant, Columbia Falls; pulp mill, Missoula. Over 230,000 tons per year of pollutants will be prevented from entering the atmosphere.

Significant quantities of dust from streets and roads eliminated through cooperation with local government and Highway Department.

A number of environmental impact statements, the major one on Colstrip 3 and 4, written to implement environmental planning. These relied upon Air Quality Bureau's ability to model predicted air quality, backed by over 140,000 data points on ambient levels of pollutants collected during the year. This allows bureau to initiate planning for air quality maintenance and prevention of significant deterioration. Statewide health effect studies have been undertaken.

Prevented distribution of hazardous food, drugs and cosmetics in 12 major incidents.

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES (5301)
Environmental Sciences Division (06) (continued)

Signed contract with engineering firm to do energy conservation resource recovery program design for state.

Implemented active enforcement program for junk vehicle disposal and sanitary landfill programs.

Legislation passed to fund energy conservation resource recovery program.

Implementation of regional junk vehicle disposal program, including programs of five counties in one single administrative program.

Court trial established that an incorporated community does have to maintain proper disposal site and comply with state laws and rules concerning solid waste disposal.

Approval of \$150,000 EPA contract to establish hazardous waste disposal program for state.

Successful implementation of paper recycling program for capitol complex.

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DEPARTMENT OF HIGHWAYS 5401
General Operations Program 01

Customer Information Control System (CICS) teleprocessing monitor was installed, which provides on line processing capability. The first applications are driver's license inquiry and gross vehicle weight cab card inquiry. This will provide rapid access to computer files.

The keypunch card data processing system was converted to a new diskette (reusable magnetic record) system which will eliminate the consumption of approx. 8 tons of cards per year.

A Program Planning Section was established as there was need to set up systematic procedures to justify construction projects as well as safety improvements and TOPICS type projects. The functions of this section are as follows:

1. Develop and suggest justified projects so that comprehensive statewide construction program for roads and streets that are eligible for Federal and/or State aid can be maintained.
2. Develop procedures for the review, evaluation and analysis of data that are available from various sources.
3. Develop procedures for merging of the results of the analysis with plans, priorities and the expected availability of funds.

The National Railroad-Highway Grade Crossing Information System was completed during the year. This study was a major cooperative effort between the Department of Transportation, the Association of American Railroads, the American Shortline Railroad Association and individual railroad companies. The study was prompted by the high ratio of fatalities and injuries to the number of accidents which ranks them among the most severe in the public safety area. The results of the project is expected to be a file that can be used in Federal, State and local agencies in promoting and planning safety improvements at railroad-highway intersections.

The Department has increased it's efforts to secure community input and agreement on programs in the communities; for example, agreement was reached in Great Falls on the Missouri River bridge problems.

Construction Program 02

The construction program was greatly accelerated during the 1975 fiscal year as a result of having a release of federal funds. Contracts totaling \$29,970,000 were awarded for the first 7 months of the fiscal year and then \$65,470,000 was awarded during the last five months of the fiscal year. The total of \$95,453,227 is a record year of contract awards.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF HIGHWAYS 5401
Construction Program 02

The awards were made as follows:

<u>System</u>	<u>No. of Projects</u>	<u>Bid Amount</u>
Interstate	46	\$63,444,963
Primary	47	22,305,961
Secondary	25	8,670,418
Misc.	<u>9</u>	1,031,885
	<u>125</u>	<u>\$95,453,227</u>

The largest single contract let during the fiscal year occurred in February and was for 10.732 miles of aggregate surfacing, concrete paving, guardrail and signing on Interstate 90 in Mineral County beginning at the Montana/Idaho border and extending easterly. The contract amount was \$5,359,850.07.

The May, 1975 lettings were the largest single month of dollar volume that this agency has experienced. Sixteen projects were awarded during May with the successful bids totaling \$22,433,943.71.

Ninety-nine projects were completed during the year. Listed below is a recapitulation of the completed projects.

<u>System</u>	<u>No. of Projects</u>	<u>Bid Amount</u>	<u>Completed Cost</u>
Interstate	24	\$23,560,873	\$26,498,151
Primary	49	13,613,748	13,924,080
Secondary	17	4,288,904	4,367,155
Misc.	<u>9</u>	<u>1,227,922</u>	<u>1,233,477</u>
	<u>99</u>	<u>\$42,691,447</u>	<u>\$46,022,852</u>

Maintenance Division Program 03

The Maintenance Division maintained 8,640 centerline miles of roadway.

Snow removal costs amounted to \$2,198,906.00 and ice control cost \$1,813,391.00. These costs were the highest ever expended and exceeded the last 5 year average expenditure by \$1,415,536.00, due to extremely severe winter and spring, also to continuing inflation.

Four bridge structures were widened, one was removed and replaced with pipe and one was heightened for more vertical clearance.

Eight bridges were repaired and one bridge approach made safe by adding guard rail, delineators and signs.

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DEPARTMENT OF HIGHWAYS 5401
Maintenance Division Progra 03

Ninety-five miles of road required extraordinary patching.

One-hundred and seven miles of pavement overlay was placed and two-hundred and fourteen miles of roadway was sealed by adding chip gravel and oil. Another twenty-seven miles of roadway received a rejuvenating oil treatment.

Maintenance was provided on sixty-one roadside rest areas.

Maintenance was provided on fifteen beautification projects.

Work was performed to attempt to stabilize three slide areas.

The flood damages occurring as a result of the June floods were quite extensive. By working two shifts and working continuously through the week ends, all highways were reopeaned within ten days. The total cost for the emergency and temporary repairs was \$1,459,222.00

Travel Promotion Program 04

The activities of tour, convention, and general travel promotion have been consolidated under one department and one director.

Four months of the six months run of Montana's Exhibit at EXPO '74 was completed in the 1975 FY. An estimated 1,300,000 people heard the Montana story and saw the outstanding exhibits.

Work was completed on two major 16 mm film projects, both undertaken with a number of co-sponsors in observance of the Bicentennial, they were; RED SUNDAY, a documentary on the Custer Battle, and LEWIS and CLARK REVISITED, a travelogue filmed along the famed explorers' trek.

A successful Tour Division was launched within the Travel Promotioin Unit. Within the year it became know as a clearing house for tour wholesalers throughout the country seeking more information on how to package Montana.

Contacts were made with airlines to bring travel agent tours into the state. One tour was completed with Frontier Airlines involving 8 agents from the mid western United States.

Activities were enlarged in the Film Division to encourage Hollywood and TV production companies to consider Montana. Three films were shot in the state.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF HIGHWAYS 5401 Travel Promotion Program 04

Joint cooperation with the Old West Trail Foundation resulted in a highly successful gasoline advisory telephone service during a period of feared-unavailability of gas. The program succeeded in reassuring travelers that they would not be stranded if they should plan to visit the Old West Trail States.

A highly successful program of cooperating with other states and with private industry in projects which could not be undertaken by the Department alone were continued and expanded. Among the most successful was cooperation with the Old West States securing \$45,000 in matching funds from the United States Travel Service for a spring campaign in Canada.

The travel promotion unit cooperated with the Province of Alberta, Western Airlines, and segments of the private sector in a \$90,000 advertising and public relations "blitz" in the Los Angeles and San Diego area.

The travel promotion unit cooperated with the private sector in the Governor's Good Will Trip to Alberta, had meetings with key travel and government people and showed the three-screen slide presentation and movies of Montana in Calgary and Edmonton.

The Second Annual Travel Conference was coordinated and staged this year in Great Falls. It brought together 140 prominent travel-oriented people from throughout the state for two full days of travel learning and seminars.

A Publicity Division was established as a source for the nation's travel press, special press releases, news wire photo releases, and to increase interest in travel writer tours.

Preconstruction Program 05

The Environmental Unit prepared a booklet "Revegetation in Montana", which outlines advancing techniques in roadside revegetation.

A two volume hydraulics design manual was published and is used on urban and rural highway projects.

A program was initiated for using open graded plant mix on highway projects to improve skid resistance and drainage.

Completed a total of 86 miles of topographic mapping from aerial photography for use in design and alignment studies.

The Traffic Design Unit prepared 51 traffic projects totaling \$1.7 million for contract.

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DEPARTMENT OF HIGHWAYS 5401
Preconstruction Program 05

A Program was instituted of signing local roads and streets which are not on a highway system.

72 public hearings and meetings were conducted, including at least one in every county, as part of the Department's expanded public involvement program.

The Department entered into an agreement with the City of Missoula for joint development of a park and recreation site on land acquired by the Department of Highways as a source of highway construction material. The agreement provides that after the Department of Highways has removed the amount of construction material it requires for the Reserve Street Highway Project, the City of Missoula will take possession of the land to construct, operate and maintain a public recreation area.

A program was initiated to utilize funds now available for the construction of Federal Aid projects on Off-System roads. These funds are allocated to the counties who establish priorities for requested projects.

Motor Pool Program 07

The Motor Pool found continued success with its auction of used vehicles.

Rental rates were held at the same level as was charged in the prior year, even though petroleum prices increased substantially during the year. This was accomplished by establishing more efficient means of performing preventive maintenance.

The new location of the Motor Pool at Ninth and Roberts, Helena, results in greater centralized efficiency for capitol complex based employees.

Economy type vehicles purchased during the year will improve gasoline mileage in the future.

Equipment Program 08

The inventory of vehicles, and vehicle parts were reduced during the year.

Strides were made in making better use of existing equipment through constant surveillance of equipment usage.

An increased preventive maintenance program was initiated to curtail premature failures or costly breakdowns.

Improved equipment specifications has resulted in replacement with advanced design and capability equipment.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF STATE LANDS (5501)

Central Management Program (01)

Processed 15,070 checks totaling \$16,459,897 in income to the Land Grant Accounts from rentals and royalties.

Initiated and implemented a coal exploration program on state lands to determine the fair market value of the state's coal reserves prior to leasing.

Drafted and promulgated rules and regulations implementing departmental programs including revised rental and royalty charges; natural areas; strip mine siting; oil and gas; and geothermal.

Reclamation Program (03)

Coal Bureau: Four surface mining permits and forty-four prospecting permits were issued under Title 50, Chapter 10, R.C.M., 1947. Twenty-five violations were issued with fines totaling \$35,200.

Open Cut Bureau: Fifty-three contracts were issued and 257 field inspections made. One violation is being processed.

Hard Rock Bureau: For the first time since passage of the law, all "Small Miner" operations were inspected, mapped and catalogued by area. Approximately 700 field inspections involved.

Forty-three exploration licenses were issued after field inspection to set bond levels as required by statutory changes effective July 1, 1974. Four violations were identified.

Land Administration Program (04)

28,866 acres of trust lands were affected by Resource Development contracts.

A comprehensive saline seep research and implementation program were established.

A state natural areas program was established, and initial steps toward developing a land classification procedure were taken.

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DEPARTMENT OF LIVESTOCK (5603)

Centralized Services (01)

Implemented the Statewide Classification and Pay Plan for departmental employees.

Animal Health Division

Administration (02)

By special agreement with United States Dept. of Agriculture, APHIS, Veterinary Services, the apportioned responsibilities of both state and federal veterinary field employees were placed into single district areas, eliminating duplication of effort.

Initiated and assisted the Montana State University Veterinary Research Laboratory with the acquisition of personnel and evaluation of animal research programs of value to animal health control in Montana.

Diagnostic Laboratory (03)

Increased by 40% the use and productivity of the diagnostic laboratory by the realignment of procedures and duties. Added two key specialists, one of which is on a U.S.D.A. reimbursable contract.

Initiated new diagnostic tests and fee schedule (by legislative act) to apply to procedures not related to disease control or public health zoonosis.

Disease Control (04)

Initiated new measures for field control of brucellosis, shown to be in a state of serious resurgence within the fiscal year.

Intensified surveillance of bovine infertility diseases such as leptospirosis. Continued studies of Weak Calf Syndrome.

Milk and Egg Bureau (05)

Consolidated the duties of the Milk and Egg Bureau from two supervisors to one Bureau Chief.

Conducted more than 800 butterfat tests for Grades A and B producers, not required by rules, to assist them in fair value evaluation of marketable milk.

Brands-Enforcement Division

Inspection and Control (06)

Eliminated the position of supervisor from the licensing and bonding section by the realignment and consolidation of duties.

Reorganized field districts to accommodate industry demands.

Opened brand inspection facilities at the new Falls Livestock Exchange in Great Falls.

Predator Control (08)

Implemented an Areal Hunting Permit system for coyote and fox control, including the full-time use of a helicopter.

Conducted an experimental program on the use of the M-44, sodium cyanide spring-loaded mechanism.

Rabies Control (09)

Obtained registration for Montana for the use of strychnine alkaloid for skunk rabies control.

Initiated and implemented control programs in 15 counties where wildlife rabies has been diagnosed.

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DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION (5706)

Centralized Services (01)

The Department contracted with the City of Helena and the Missoula County High School System for a summer Youth Conservation Program using federal funds. This continuing program placed 60 local young men and women, ages 15 to 18, in conservation-oriented summer work projects on non-Federal public lands.

A work program utilizing federal "Ceta" and "EEA" funds was implemented to provide transitional employment to 180 unemployed Montanans on Department work projects for which state funding was not available.

Procedures were implemented whereby all Department contracts are reviewed, prior to signature, by the Legal Counsel and Centralized Services Administrator to ensure that each contract is in compliance with all applicable state and federal laws and regulations.

The Department is participating in proceedings in federal court to determine respective state and federal jurisdiction over water rights and the extent of federal and Indian water rights.

Oil and Gas Regulation (02)

955 applications for permits to drill were approved, which is a 15% increase over the number approved last year.

The Board of Oil and Gas Conservation approved unitization for secondary recovery operations by waterflooding in four Montana fields. Increased reserves due to waterflooding in these four projects should ultimately amount to 2,600,000 barrels of oil.

Three new oil fields were named and delineated and field rules established therefor.

Three new gas fields and one gas-condensate field were named and delineated.

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Grazing Districts (03)

The charters of seventeen cooperative state grazing districts were renewed for 40 years.

Technical assistance was provided to several districts in the formulation of Allotment Management Plans with The Bureau of Land Management.

Conservation Districts (04)

Nearly twenty-five million dollars was invested in land and water improvement in Montana, representing a variety of practices under the programs of conservation districts and cooperating agencies. \$20,365,000 was invested by farmers, ranchers, and sponsoring organizations, the remaining \$4,452,000 was contributed through federal cost-sharing funds.

Under the Rangeland Resource Program, emphasis was given to problems of overgrazing, drought, grasshopper infestations, and livestock prices.

Funds extended for construction and land rights on PL-566 projects totaled \$630,828, consisting of \$476,747 in federal funds and \$154,081 in state and local funds.

The current status of PL-566 watershed projects is summarized as follows:

In planning--Browning Watershed in Glacier County, Boulder River Watershed in Jefferson County, and Whitefish Lake Watershed in Flathead County.

In construction--Alkali Creek Watershed in Yellowstone County, Big Spring Creek Watershed in Hill County, Baker Lake Watershed in Fallon County, and Newland Creek Watershed in Meagher County.

A status report was submitted to the 1975 Legislature concerning the sediment control study called for by SJR 52 (1974) and currently in progress.

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Floodway Management (05)

Eleven designated floodplains totaling 244 miles of stream were established by order of the Board of Natural Resources and Conservation.

Local regulations must be in effect for all designated floodplains within six months of their establishment by the Board. By July 1, 1975, local floodplain regulations had been adopted (and approved by the Board) by Missoula, Stillwater, Yellowstone, Carbon, and Gallatin Counties and the Cities of Deer Lodge, Bozeman, and Missoula; in all, 127 miles of stream were so regulated.

Floodplain delineation studies were obtained for the Yellowstone River through Livingston, the Beaverhead River through Dillon, and Lolo Creek in Missoula County.

Studies were initiated for the upper Stillwater River and tributaries in Stillwater County, Blue Creek and Duck Creek in Yellowstone County, Warm Springs Creek in Deer Lodge County, and Tenmile Creek in Lewis and Clark County.

Thirty-five additional Montana communities became eligible for the National Flood Insurance Program.

Water Rights (06)

Regarding the adjudication of existing water rights in the Powder River Basin, a base office has been established in Billings and a field office in Broadus. By February 1, 1975, the end of the declaratory period, a total of 8,431 existing rights had been declared, a large majority of which were completed with the assistance of Department personnel. As of June 30, 1975, approximately 233 declarations had been field-checked.

1,298 water-permit applications were received and 1,038 permits were issued during the annual reporting period. The average backlog of permit applications awaiting processing has been considerably reduced to about 400.

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1,713 notices of completion for ground-water developments of less than 100 gallons per minute were received and a total of 2,146 certificates were issued, reflecting a decline in the backlog of these notices.

A computer coding, storage, and retrieval system was initiated. Notices of completion and permits are being coded and stored.

Water Engineering (07)

Twenty-five state-owned dams and over 100 other water-delivery structures were inspected. In each case repair and maintenance recommendations were made.

Major repairs were completed at the Petrolia Storage, Deadman's Basin, Park Branch Canal, and Columbus projects.

Evaluation of the repair needs of state-owned water development projects, and of the economic feasibility of continued state participation in those projects, was continued. Thirty-seven small, unused projects were formally abandoned.

An inventory of some 2,000 dams within the state continued, with the Corps of Engineers providing partial funding and technical assistance. Field investigations were conducted throughout the eastern portion of the state.

Two acid mine-drainage studies were conducted to find feasible abatement processes. At Hughesville, investigations were completed and a grant obtained from the Environmental Protection Agency for earth moving and other construction activity that should lower the acid and heavy metal concentrations in the streams below the mine. At Cooke City, the final field season of the study was begun.

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Water Resources and Planning (08)

The following reports were published:

1. Water Use in Montana, Inventory Series Report No. 13;
2. Yellowstone River Basin Water Resources Situation Report 1975, the first report on the Yellowstone River Basin study for the State Water Plan;
3. The Flathead River Basin: A Water and Related Land Resources Study, a draft report for public and agency review on the Flathead River Basin study for the State Water Plan; and
4. Conflictive Land Use--Coal Strip Mining and Agriculture, a report and map detailing the conflicts in land use between coal development and agriculture in the Yellowstone Basin.

Assistance was given the U.S. Department of Agriculture in preparing a final report on the Wind-Bighorn-Clarks Fork River Basin and a first draft report on the Clark Fork of the Columbia River Basin.

A series of public-involvement meetings was held in the Yellowstone River Basin, and a brochure was published on water use in that basin.

A cooperative survey was completed with the 58 conservation districts to assess the current status of irrigated lands and irrigation systems and the expansion or conversion of irrigation emphasizing the use of sprinklers.

A cooperative study was completed with the U.S. Bureau of Reclamation to map irrigation ditch systems and estimate irrigated lands.

Forest Management (09)

Forest products sales involving 24,427,000 board feet valued at \$1,460,700 were prepared.

5,271,000 board feet valued at \$374,009.00 were cut from state-owned forest lands.

State Forest land use authorizations produced an income of \$55,567.00.

Crews hired under the Comprehensive Employment Training Act (CETA) completed a total of 1,400 acres of timber stand improvement, thinning, and mistletoe eradication.

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1,261 requests for technical forestry assistance were serviced including 3,407 acres of thinning and 288 acres of planting.

Grazing suitability studies were conducted on 60,300 acres of State Forest land.

A land-type soil survey was completed on 38,000 acres of the Swan River State Forest.

An aerial insect detection survey was completed on 3,041,000 acres of State Forest land.

An evaluation was conducted of Douglasfir Tussock Moth outbreaks on 12,500 acres of state and mixed private land in Flathead and Missoula Counties, and a pilot control project on suppression was completed.

Efficiency studies were made of thirteen sawmills, which had an impact on over 100 MMBF of the lumber produced in Montana, and circular saw-mill clinics were conducted in rural areas of Eastern Montana.

A special project concerning the feasibility of a log concentration yard to direct forest products to their highest end use was carried on in conjunction with the Bitterroot RC&D and the Forestry Sciences Lab.

A monthly Forest Products Bulletin was started to better disseminate research information from the laboratories to the industry.

Fire Protection (10)

Fire protection was provided to 8.3 million acres of forest land directly, and to another 13 million acres of range and cropland under cooperative agreements.

463 fires were suppressed on state and private forest lands, limiting the total acreage burned to 2,244 acres.

A helitack (helicopter initial attack) plan was prepared for the Central Area, and a detailed fire prevention presuppression and suppression plan was completed for the Thompson River Fire Unit covering some 400,000 acres of forest land.

A 100-man mobile fire cache was constructed and outfitted for rapid support to state and county fire forces on large project fires.

FY 75 AGENCY ANNUAL REPORT

A master fire agreement was entered into with the Bureau of Land Management.

Training schools were conducted in 12 cooperative counties in which 377 firefighters were trained.

Equipment developed included two fire attack units for counties in the cooperative fire program and 14 fire attack tankers and 23 other units for Department operations.

Twenty-two 10-man fire tool units were delivered to cooperating fire counties.

Through involvement in the new Title IV Rural Development Act, \$69,000 was provided to 19 counties for the organizing, training, and equipping of 21 rural fire districts.

A fire analysis review was prepared, which will allow the federal government to qualify an additional 38 million acres of non-forest watershed land under the Clarke-McNary Program.

The Keep Montana Green Forest and Range Fire Prevention Poster Contest involved thousands of students with approximately 100 winners.

Nearly 35,000 items of fire prevention material were distributed at nine county fairs.

Institution Forestry Work (11)

Forestry crew projects, which involved 3,334 mandays valued at \$58,030, included 490 acres of thinning, the suppression of 17 forest fires, and the production of such forest products as posts, poles, shakes, and shake bolts.

Carpentry crew projects, which involved 897 mandays valued at \$46,665, included the production of 257 wood signs and 300 fire prevention poster boards, the remodeling of the Helena fire cache and a federal excess trailer house for fire control purposes, and the construction of an emergency generator house for the Youth Forest Camp.

Mechanical shop projects involved a total of 533 mandays valued at \$15,125. 51 vehicles received major repair work.

Special training involved 34 mandays valued at \$543.00. 32 young men received fire suppression training, and 10 received Red Cross First Aid cards.

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High Plains Cooperative (12)

Surface meteorological and ecological data collection systems were established at Miles City.

Data were collected from 71 meteorological and 31 ecological test points to help establish the natural or baseline meteorological and ecological conditions and thereby a basis for evaluating the effects of weather modification research.

Monitoring procedures and methods were developed to guide the formulation of future meteorological and ecological operations.

Energy Planning (13)

Studies were completed on the following applications:

1. Colstrip generating units no. 3 and no. 4, 500 KV transmission lines, and associated facilities,
2. Colstrip to Broadview 230 KV line,
3. Circle to Flowing Well 69 KV line,
4. Bridger to Roberts 50 KV line,
5. Anaconda Arbitrator line,
6. Ulm 100 KV line,
7. Continental Oil 100 KV line, and
8. Wilsall to Clyde Park 161 Tie line.

Electronic data processing systems and components were installed, including the GP-100 Graphics Processing System which is used to compile maps for transmission corridor selection and land use planning.

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DEPARTMENT OF REVENUE (5801)

Audit and Accounting Division (02)

Established computerized accounts receivable systems for income tax, withholding and bad debts which puts us about one-half the way through our objective of identifying all significant receivables within the Department.

Research Division (03)

Designed, developed, and implemented automated system for processing Corporation License Tax Returns. Edited and distributed the Department of Revenue's Biennial Report for the period July 1, 1972, to June 30, 1974. Developed and implemented automated system for the purpose of capturing and analyzing data for future Biennial Reports. Research on questions concerning prepayment of property tax, state income tax treatment of retirement benefits, and taxation of nonrenewable energy resources resulted in written reports which were provided to members of the 1975 Legislature.

Legal Division (04)

Successful advocacy of the following issues before the courts of Montana.

1. Property acquired by a wife through her statutory right of dower is subject to Montana Inheritance Tax. (Supreme Court)
2. Savings and loan associations located in Montana may not deduct from gross income a reserve for bad debts for years other than the year actually sustained. (Supreme Court)
3. Upheld constitutionality of the Resources Indemnity Trust Act and its application to the excavating and/or production and taxation of sand and gravel. (District Court)
4. Disallowed bank reduction for a reserve account for possible bond loss. (Supreme Court)
5. Upheld Montana's jurisdiction to collect inheritance tax on the transfer of property at death by a reservation Indian. (District Court)

Liquor Division (05)

Worked closely with the Judiciary Interim Committee studying the State Liquor Control Laws. This resulted in passage of Senate Bill 1 which completely recodified the Laws. This, the first revision since 1933, was implemented in July, 1975, and is known now as the Alcohol Beverage Code. In conjunction with the above, the Division also revised the rules and regulations of the Division, removing archaic language and generally modernizing the regulations to correspond with the new Alcoholic Beverage Code.

In a continuing effort to upgrade service to the public, state stores, where space allows, have been converted to self-service stores.

As an economy measure, some stores which have not been operating at a profit have been converted to commission or agency stores.

The License Bureau implemented a recently developed computer program to handle the annual renewal and issuance of licenses. This program also provides for automatic update of all files upon transfers, or change in mortgagees, trade name change, etc.

Income Tax Division (06)

As indicated by the following data, the Income Tax Audit Program was significantly more productive this fiscal year than last year:

	FY74	FY75
Tax liability increased	\$1,279,048	\$2,097,110
Tax liability decreased	86,048	159,187
Net additional tax assessed	<u>\$1,193,000</u>	<u>\$1,937,923</u>
Dollar Increase	\$744,923	
Percent of Increase	62.44%	

1974 returns claiming a refund of tax overpaid were processed faster than ever before. During the fiscal year 1975, we processed 194,867 claims compared to 158,998 claims the year before. By June 1, 1975, we had processed all 1974 refund returns as of April 15, 1975, with the exception of approximately 500 returns which could not be cleared without additional information.

Corporation Tax Division (07)

As the result of tax jurisdiction (nexus) investigations, assessments in the amount of \$901,208 were levied on twenty-three (23) corporations who had not previously filed Montana Corporation License Tax returns, but were subject to Montana's tax jurisdiction because of their business activities within Montana.

As the result of field audits of twenty-seven (27) taxpayers, assessments in a aggregate amount of \$1,597,921 were issued. These audits were conducted in Denver, Findlay (Ohio), Detroit, Los Angeles, Spokane, Tulsa, San Francisco, New York, Chicago, Boise, Atlanta, Dallas, Duncan (Oklahoma), Miami, Shreveport and Casper. In addition, office audits accounted for \$798,035 which represents over 1,400 assessments.

Three audit reports were received from the Multistate Tax Commission Office during the fiscal year. These audits yielded \$204,754 for the State of Montana.

The completed project of an automated system for processing Corporation License Tax returns enabled the Division to provide better taxpayer service.

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DEPARTMENT OF REVENUE (5801) (Continued)

Property Assessment Division (08)

Appraised and assessed all real and personal property in the State for tax purposes.

Developed and implemented the Montana Appraisal Plan to insure that all real property in Montana is reappraised within five (5) years.

Miscellaneous Tax Division (09)

The most extensive non-recurring activity conducted by the Division for FY75 was the door-to-door cigarette and store license campaign conducted by all division fieldmen in Missoula and Kalispell during the months of April, May and June, 1975.

The Division initiated the new program of refunds of a portion of the Strip Coal Mining License Tax to counties where the coal was mined.

Motor Fuels Tax Division (10)

During the fiscal year 162 licensed users were audited and \$88,705 was assessed as a result of increased audit effort.

A data processing program in the licensing section has enabled the section to process and mail out annual permits in a more efficient and timely manner.

Operations Division (11)

The Division's major accomplishment has been the implementation, maintenance and appeals processing in relationship to the State Classification and Pay Plan.

Processed the annual income tax returns through the mail room on schedule and at a significant savings.

Implemented new time and attendance reporting procedures.

Data Processing Division (12)

Wrote and tested computer programs for Property Valuation Mass Appraisal System.

Replaced IBM Model 1440 computer with IBM Model 2922 terminal, the latter being more productive and less expensive.

Investigation Division (13)

The Investigation Bureau was restructured and gained divisional status with new emphasis on specialization and reinforcement to professionalize staff and program activities.

The Tax Fraud Bureau was reorganized into a Bureau to give special status to new activities, i.e. Parent Locator Unit (specialized for Child Support Enforcement Bureau), State Bad Debts Investigation, Cigarette Tax Fraud, etc.

A Child Enforcement Bureau was established in cooperation with the Federal Government and will have a tremendous impact on the socio-economic make up of our State.

Inheritance Tax Division (14)

Worked with the 1975 Legislature both before and during the session in amending the Montana Uniform Probate Code, and with the Probate Committee of the Montana Bar Association assisting that Committee in drafting legislation relative to the new probate code.

Worked with the Supreme Court in setting up meetings throughout the State with Clerks of Court and District Judges in explaining the new probate code and the accompanying Inheritance Tax changes.

Worked with the Probate Committee in the preparation of material for workshops sponsored by that group to inform practicing attorneys about the new code.

All new Inheritance Tax forms were drafted and rules and regulations covering the new changes have been implemented.

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DEPARTMENT OF ADMINISTRATION (6101)

Central Administration Program (01)

Continued efforts to centralize payroll and accounting functions of the entire department to strengthen central management control and eliminate duplication of effort. Presented a computer purchase plan to the Legislature which will result in a savings of approximately \$2 million over a seven-year period.

Governor Elect Program (02) N/A

Accounting Program (03)

Converted the Statewide Budgeting and Accounting System claims processing process from a precise batch method of input to a modified system which looks at each document individually within a batch. This change has greatly reduced the processing delay caused by rejected claims.

Architecture and Engineering Program (04)

In cooperation with the State Board of Examiners, construction contract award procedures were streamlined for greater efficiencies and reduced time to award, process, and approve contracts. Total processing time has been reduced to approximately half the previous time, greatly improving our relationship with the construction industry in the state of Montana.

Legislative Liaison Program (06) N/A

Data Processing Program (07)

The Division has continued to provide effective, efficient, and economical data processing services to State agencies. Several new systems were developed and installed for user agencies, including the Wage and Classification System, Executive Budget System and a new Retirement System for Public Employees' Retirement System and Teachers' Retirement System. Computer utilization has continued to increase significantly, 41 percent during the past twelve months, which allowed the Division to absorb an increase in equipment rental costs of approximately 8 percent and supply costs of up to 66 percent without increasing computer rates.

Improved teleprocessing capabilities have been added to the Division's computer system which makes it easier and more economically feasible to implement teleprocessing applications. Several new teleprocessing systems are being developed to support the Department of Institutions, Division of Workers' Compensation, Department of Social Rehabilitation Services and the Department of Administration's Public Employees' Retirement System and Teachers' Retirement System Divisions.

Teleprocessing equipment has been installed in several user agencies which allows computer processing to be initiated from remote locations. The Department of Social Rehabilitation Services now has more timely information and can provide better service to its claimants. The Department of Revenue's installation at the Liquor Warehouse enables the Department of Revenue to close down its computer and still upgrade its operations by using the Department of Administration's central processing center.

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General Services Program (08)

Expanded the centralized mail and messenger services to halt the proliferation of mailing equipment and personnel. Established a mechanical maintenance program to extend the equipment life and conserve energy.

Management Systems Program (09)

Expanded reporting capabilities of the Statewide Budget and Accounting System by providing detailed information relative to employee expenses advances, accounts receivable due to dishonored checks and property held in trust. Assisted in developing procedures necessary to implement the Statewide Pay Plan. Developed a Statewide position control system and initiated implementation.

Purchasing Program (10)

Established additional open-end term contracts which allows for a guaranteed volume purchase price over a specific contract. The use of term contracts has served to stabilize the volume of purchase orders processed each year.

Building Standards Program (11)

Serve as a member of the Board of Warm Air, Heating, Ventilation, and Air Conditioning as created by the 44th Legislative Assembly. The board is charged with protecting the people of Montana from health, life, financial, and other hazards resulting from irresponsible service methods, unethical practices, inferior installation, maintenance and repair of warm air heating, ventilation, and air conditioning systems and equipment. The Board to date has adopted rules and is in the process of licensing journeymen and masters in the trade.

Adopted the following codes to protect the citizens of the State through regulation of building construction:

1. Uniform Building Code, 1973 Ed.
2. Uniform Mechanical Code, 1973 E.
3. Uniform Housing Code, 1973 Ed.
4. Uniform Code for the Abatement of Dangerous Buildings, 1973 Ed.
5. American National Standard Safety Code for Elevators, Dumbwaiters, Escalators and Moving Walks, ANSI A 17.1, 1973 Ed.
6. Standard for Mobile Homes NFPA No. 501B, 1973 Ed.
7. Standard for Recreational Vehicles NFPA No. 501C, 1972 Ed.

Implemented a Code Enforcement Program to include:

1. Reviewing all school plans across the state for building code requirements in construction.
2. Reviewing all public building plans not covered by municipalities.
3. Serving as a central submittal agency for plan reviews and coordinating plan reviews between public and applicable state agencies.
4. Consulting cities, designers, general public, and other state agencies on the building code.
5. Meeting with building officials, contractors, and designers to work toward uniform code enforcement across the state.

Implemented a Code Enforcement Program for mobile homes, recreational vehicles, and factory-built units to include:

1. Reviewing plans for all above units manufactured and/or offered for sale in the state of Montana.

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2. Issue insignias to be displayed on units acceptable for sale in Montana.
3. Investigate and resolve complaints filed on accepted units.
4. Inspect to determine that units are actually being constructed to code.
5. Working with other states to obtain reciprocity regarding inspections of units.
6. All the above is done to guarantee the safety of persons purchasing factory assembled units.

The chairman of the Montana Building Codes Advisory Council serves as the program's representative to the National Conference of States on Building Codes and Standards (NCSBCS) and served as that organization's National Chairman during the past year. He is also currently chairing the Construction Codes and Standards sector of the American National Metric Council. This continuing representation on a national level is very helpful to the program.

Investment Program (19)

The Board of Investments has undertaken an active program scheduling meetings with financial institutions in all sections of Montana. The purpose of these meetings are to explain how the State's money is managed and how State money is available to local financial institutions, both in the form of time deposits and through the purchase of Montana real estate loans. Non-interest bearing demand accounts of the state of Montana were reduced to a minimum. General Fund investment earnings amounted to over \$12 million for the fiscal year.

Communication Program (20)

Initiated planning for a Statewide coordinated communication function designed to eliminate costly duplication and improved the level of service.

Personnel Program (23)

Completed a Statewide Personnel Classification and Pay Plan which was presented to and adopted by the 1975 Session of the Legislature. Transferred Recruitment and Replacement function to the Employment Security Division of the Department of Labor. The Training Bureau staff implemented new training and career development programs for State employees.

State Insurance Program (24)

With the assistance of the Montana Association of Independent Agencies, the Insurance Division was able to select a new form of fire and expended insurance coverage on July 1, 1974. Selection of this new form will save the State approximately \$140,000 a year when compared with the form previously carried by the State.

Passenger Tramway Safety Program (25) N/A

Records Management Program (26)

Expanded the capabilities of the State Record Center by providing additional storage and improved services. Began implementation of a Centralized Microfilm Operation to provide services to all State agencies at a reduced overall expense to the State.

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Transfer of Prisoners Program (27) N/A

Interim Projects Program (28) N/A

Microwave Communications Program (29)

Established a centralized communications equipment maintenance program within the Department of Administration's Communication Division designed to serve all State agencies to eliminate duplicate programs and increase efficiency in State maintenance of communication equipment.

Labor Relations Bureau Program (30)

Executive Order 2-75 provided that the Budget Director's Office of Budget and Program Planning or his authorized representative represent the State in collective bargaining with an exclusive representative. This Executive Order together with the Public Employees' Collective Bargaining Act gave the authority to the Budget Director or his designee to effectively negotiate with authorized exclusive representatives. The negotiated settlements that are being completed through this process are helping to achieve more efficiency in governmental operations and are granting increased work benefits to the public employees involved.

LABOR RELATIONS PROGRAM

GOAL ... Develop, implement and administer a formal labor relations program that will ensure compliance with the law and optimize employee and labor relationships.

OBJECTIVES .. Negotiate labor contracts which reflect sound management policies and procedures and satisfy the occupational needs of State employees.

Standardize contractual language and provisions keeping consistent with the various agency structures, tasks and work force compositions. Provide capable technical and legal labor specialists as required.

EVALUATION ... Renegotiated contracts and succeeded in achieving a significant level of standardization.

Assisted the Governors Task Force in our initial salary negotiations under the new collective bargaining and job classification and pay plan.

Conducted a series of highly successful training programs in the Labor Relations, Contract Negotiation fields with assistance from the Training Bureau.

FY 75 AGENCY ANNUAL REPORT

BOARD OF EXAMINERS (6102)

Examination and Review Program (01)

The board conducted 12 meetings, considering 176 agenda items. Continuation of the Long Range Building Program resulted in approval of the appointment of architects/engineers for 9 new projects. Fifty one (51) bid openings were held resulting in the award of 73 contracts covering 53 separate construction projects for a total amount of \$12,538,385.65. Approval of 62 change orders increased this sum by \$874,637.87, for a total construction amount of \$13,413,023.52 for the fiscal year.

The board approved the issuance and sale of \$7,400,000 Highway Bonds for a new Highways' Headquarters Building and Complex, as per HB 576 and authorized the issuance and sale of Renewable Resource Development Bonds in the amount not to exceed \$5,000,000 per HB 642.

The board also considered 70 other miscellaneous items.

Vietnam Veterans Honorarium Program (05)

Chapter 288, Laws of Montana, 1974, established a bonus for Vietnam Veterans, effective July 1, 1974. Fifteen thousand (15,000) application forms were distributed through various outlets and approximately 10,900 applications were received from eligible veterans by the end of the 1975 fiscal year.

As of June 30, 1975, 8,400 claims were approved and processed for payment for a total disbursement in excess of \$2,000,000. Administrative costs for FY 1975 were in the proximity of \$90,000 which was substantially less than original cost estimates.

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DEPARTMENT OF ADMINISTRATION (6101)

Merit System Council (6103)

Personnel Services (01)

The Merit System office began the process of rewriting all of its recruitment materials and examinations to reflect the changes made by statewide reclassification.

In addition to regular Monday through Friday examinations, the Merit System conducts examinations on Wednesday evening once each month, and also one Saturday morning each month.

The Merit System initiated the use of the Employment Service stenographer and typing test so that applicants for employment at Employment Service offices need not take a different performance test for Merit System clerical positions.

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STATE TAX APPEAL BOARD (6106)

Tax Appeal Hearings

The State Tax Appeal Board processed 334 appeals from decisions of County Tax Appeal Boards and the Department of Revenue.

All work was completed and all decisions issued before the end of the Calendar Year 1974.

Remained current in all appeal work.

Legislation

Drafted and supported legislation to lengthen the time for County Tax Appeal Boards to hold hearings, as a result of problems experienced by the county boards the previous year.

Expenditure

Returned nearly \$40,000 from appropriation for Fiscal Years 1974 and 1975 to the general fund.

FY 75 AGENCY ANNUAL REPORT

PUBLIC EMPLOYEES' RETIREMENT DIVISION
DEPARTMENT OF ADMINISTRATION (6104)

SOCIAL SECURITY PROGRAM

Through the National Association of Social Security Administrators, the Social Security Administrator has continued to support the committee established by the National Association to effect federal legislation for continuing quarterly social security reporting and depositing. If the federal legislation is successful, the state will retain annual interest income of \$650,000.

RETIREMENT PROGRAM

Public Employees' Retirement System - Through effective benefit and fund planning, the division has improved the PERS funding period from 40 years to 27 years. (Actuarial Valuation June 30, 1974).

Benefits to retirees were increased on average of 22% due to new cost of living increase enacted in 1975 legislature.

Benefit formula for active members was improved 8% in 1975 legislature.

Highway Patrolmen's Retirement System - Legislation was enacted to provide better funding for the H.P.R.S. basing employer contributions on salaries rather than a percentage of drivers' licenses fees.

Statewide Policemen Reserve Fund - Legislation was enacted to provide central administration of all municipal policemen fund within the retirement division.

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DEPARTMENT OF AGRICULTURE (6201)

Administration (01)

This Division, in carrying out the Governor's principle of efficiency in government, has and continues to implement management practices directed toward conservation of energy, efficient office supply utilization, and general administrative cost controls. The majority of these actions have resulted in cost efficiencies as reflected in a proportional increase in our operations appropriation being less than the rate of inflation.

Most significantly, the Department has developed and initiated a new approach in our field enforcement program areas, "The Multiple Inspection Program". This program, initiated in Feb. 1975, is designed to accomplish the level of regulatory service as required by law while realizing cost savings and efficiencies.

The new program involves the establishment of geographic districts; expanded training, certification and utilization of existing personnel, and specialized planning of field activities. We now have a basic field force with reduced travel requirements, each qualified to perform in six program areas. Supervision modifications related to the program have provided significant efficiencies in cost control and application for the Department.

Total inspections have increased by approximately 30 percent with an associated increase of violations detected. This increased efficiency has been attained without a real increase in F.T.E.'s or positions.

The Rural Development Unit has further developed the Junior Livestock Loan Program with ten loans granted in Fiscal 1975 for a total of 41 loans being made since January, 1974. These loans assist and encourage members of farm youth organizations to enter into worthwhile livestock projects. They provide additional facilities for marketing, processing, selling and distributing of such products in Montana.

The relatively new Federally Insured Student Loan Program reached operational status in Fiscal 1975. The program now services eleven such loans providing financial assistance to students attending college or vocational technical schools.

Transportation and Marketing (02)

The Marketing and Transportation Programs have been consolidated into a single operating division. Montana agricultural interests were represented as a party of record in sixteen interstate cases and ten intra-state cases resulting in a transportation savings of 5,875,000 dollars.

Continued activities in international and domestic market development programs; coordinated participation of several Montana agricultural products exhibited at the 1975 Japan Food Fair, cooperated in nine specific company or association market development projects.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF AGRICULTURE (6201) cont.

Page Two

Pesticide (03)

This Division prepared specialized information on grasshopper management for distribution to the farmers and ranchers in the state to assist them in controlling local grasshopper problems.

County Agents and other interested parties were provided with a list of all registered pesticide products in the state. These lists assist individuals by providing information to producers on the proper use of pesticides.

Assisted the Department of Livestock in the training of individuals desiring to use M-44's under the state's experimental use program. Personnel from the Department of Agriculture and the Department of Livestock testified in Washington, D.C. on the safe and proper use of M-44's. The testimonies from these two agencies seemed to be effective because EPA is now allowing the use of sodium cyanide (M-44's) for use in the Western States.

The Department of Agriculture registered strychnine alkaloid to manage rabid skunks in 1974 and 1975. This registration was unique to the State of Montana and no other state possessed such a registration.

Developed a working agreement with EPA on laboratory analysis on plant, animal, soil, and water samples in those situations where pesticide accidents or incidents have occurred. This procedure allows for a tremendous savings because it would cost several hundred thousand dollars to set up a good pesticide laboratory in the State of Montana.

Trained 160 individuals under Manpower Development Training Act. This training was directed towards training pesticide applicators. Approximately 75% of these individuals were veterans, all of which are now licensed as commercial applicators.

Feed and Fertilizer (04)

The Administrator of this Division was elected to serve as President of the Association of American Feed Control Officials. This provided an excellent opportunity for specialized cooperation and exchange of technical information with Federal regulatory agencies which aided the advancement of our regulatory program and in turn will assist the state's commercial feed industry.

Horticulture (06)

The Horticulture Division in cooperation with other agency personnel, conducted a Cherry Fruit Fly Regulatory and Survey Program in Flathead and Lake Counties. The program involved a combination of technical and regulatory services to help control the Cherry Fruit Fly in Flathead and Lake Counties.

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DEPARTMENT OF AGRICULTURE (6201) cont.

Page Three

Horticulture (06) cont.

Cooperated with the Montana Potatoe Improvement Association by providing Federal-State inspection service for the interstate shipment of certified seed potatoes.

Cooperated with the cherry industry in Flathead and Lake Counties by providing Federal-State inspection service for interstate shipments of fresh cherries.

Wheat Research and Marketing Committee (08)

The Division funded and distributed the first published Montana Rail Rate book, compiled by the Department's Transportation staff. The rate book is an important addition to the marketing information portfolio of Montana farmers and others interested in wheat and barley marketing.

The W.R.& M.C. is now involved in TCK smut research as it pertains to wheat. TCK smut contamination has effectively eliminated Montana as a potential supplier of wheat to Mainland China.

Eradication of the TCK problem is necessary to allow Montana and the entire Northwest to again be a part of this large market.

Grain producers continue to be informed of basic information through expanded weekly newspaper columns, television programing, and the phone-in market news service, all provided by this program.

Grain Laboratory (10)

The Grain Laboratory has worked closely with the Wheat Research and Marketing Committee in selecting, gathering and testing grain samples to provide special protein and quality statistics which are used to showcase Montana grain.

Apiculture (11)

Published a technical beekeeping journal in cooperation with the Extension Service. Since 1973, there has been a 227 percent increase in the number of hobbyist beekeepers. In order to maintain a healthy industry, it is important that new beekeepers practice the proper management and disease control procedures.

A nosema disease analysis program designed to provide accurate laboratory analysis for the beekeeping industry to combat one of the industry's most serious problems was developed.

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DEPARTMENT OF AGRICULTURE (6201) cont.
Page Four

Apiculture (11) cont.

Utilization of seasonal Deputy Inspectors has resulted in an 84% increase in annual apiary inspections.

Hail Insurance (13)

This program which provides Montana producers an opportunity to secure insurance against hail damage to crops continued to expand. A record number of policies (3,310) covering approximately 1.5 million acres for a record level of risk (16,303,345 dollars) was accomplished.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF BUSINESS REGULATION (6305)

CENTRALIZED SERVICES PROGRAM: (01)

Implemented changes in processing incoming revenue to expedite deposits to the State Treasurer.

Initiated internal programs to develop better communications in disseminating directives from the Governor and the Department of Administration.

WEIGHTS & MEASURES PROGRAM: (02)

The major accomplishment for the Division of Weights and Measures was qualifying and receiving from the federal government a new set of standards (mass, volume and length) of both the U. S. and metric system and the precision instruments for calibrating which are now in use in our new laboratory.

FINANCIAL PROGRAM: (03)

The first hearings were held before the new Montana State Banking Board. Public hearings were held on three applications for new state banks and two applications for change of location of state banks.

TRADE REGULATION PROGRAM: (04)

Mailed out 11,600 letters to all Montana Merchant's explaining the Unfair Practices Act and how the Act effects each businessman.

Processed 33 complaints under the Unfair Practices Act, and found that 10 were in violation.

Received a Stipulation for Consent Order filed against K-Mart Stores in Bozeman, Kalispell, and Helena for violations under the Unfair Practices Act.

BOARD OF MILK CONTROL PROGRAM: (05)

Public hearings were held during FY 75; one to consider hauling rates, three show cause hearings, and two to consider changes to the flexible economic formulas used in pricing milk.

Three enforcement actions were brought to a successful conclusion with fines being levied and collected.

CONSUMER AFFAIRS PROGRAM: (06)

Processed 855 complaints in FY 75, amounting to \$1,466,341.99 in purchasing power, and recovered \$74,006.55 for Montana and out of state consumers.

43,000 Consumer Fraud and Protection booklets were purchased through the FY 75 budget, and will be distributed statewide.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF BUSINESS REGULATION (6305) continued

POSTSECONDARY EDUCATION: (07)

The 44th Session of the Legislature provided funding to implement H.B. 749, "An act regulating certain Postsecondary Educational Institutions, and providing for penalties." The effective date of implementation was January 1, 1975, however, the 43rd session of the Legislature, who approved this legislation, failed to provide funding, so it was necessary to seek the necessary funding through H.B. 265. Staff has been hired, the Advisory Council called for in H.B. 749 has been appointed by the Governor, and the first Council meeting will be held in November, 1975.

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For: Department of Institutions (6401)

Divisions:

- (01) Central Operations
- (02) Audit and Accounting
- (0202) Reimbursement
- (04) Personnel
- (05) Aftercare
- (06) Research and Evaluation
- (07 & 03) Board of Pardons and Adult Probation
and Parole

Institutions:

- (6402) Boulder River School and Hospital
- (6407) Mountain View School
- (6408) Pine Hills School
- (6415) Warm Springs State Hospital

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01 - Central Operations

Central Operations coordinated the development and passage of legislation providing the State with new policies and adequate appropriations in the areas of Mental Health and Developmental Disabilities.

Reorganization of Central Operations during this period improved the legal, accounting, and planning capabilities of the Department. The Central Operations was successful in seeking legislation to develop expanded services at the community level.

FY 75 AGENCY ANNUAL REPORT

(02) Audit and Accounting Major Accomplishments

CONDUCTED DATA PROCESSING PLANNING MEETINGS

The Division coordinated and lead data processing planning meetings with key institutional personnel for the purposes of identifying our data processing needs, analyzing hardware and software available, and developing a time plan for design and implementation of systems for institutions. Specifically, the Division assisted in the coordination and design of the supply inventory monitoring system which is operational at Boulder River School and Hospital and is presently being implemented at Warm Springs State Hospital. The Division also assisted in the planning for the time and attendance reporting system at Warm Springs State Hospital.

ENTERPRISE RANCH ACCOUNTING

The Division assisted Montana State Prison staff in establishing an enterprise accounting system for the ranch revolving fund which became effective July 1, 1975.

CENTRALIZED THE ACCOUNTING PROCEDURES

Accounting for all the divisions of Central Office including Community Based Services was centralized under the Audit and Accounting Division. This charge has resulted in fixing the responsibility for authorization of payments, better control over expenditure advances, grant account reporting through SBAS subprograms and assigned responsibility for handling receipts and deposits.

AUDIT SERVICES

During the fiscal year the Audit and Accounting Division provided auditing services for the Department. Specifically, the Division audited a grant contract for the Southwestern Montana Drug Program.

FY 75 AGENCY ANNUAL REPORT

DEPARTMENT OF INSTITUTIONS (6401)

Reimbursement Bureau (0202)

Revenue

With the inclusion of claims payable, revenue retrieval exceeded \$ 5,000,000 which represented an approximate increase of 500% per year within three years.

Medicare Program

Standardized statistical records to capture cost audit information which resulted in increased hospital rates.
Expanded ancillary claims processes including inpatient and outpatient, resulting in increased Medicare revenue.

Medicaid Program

Negotiated increased rates for Skilled Nursing Care, Intermediate A and Intermediate B care.
Expanded ancillary claims.
Implemented functional supervision at the institutions to encourage proper (1) Licensing & Certification (2) Utilization Reviews (3) Completion of General 63 and General 65 forms on all patients (4) Time Studies required for Cost Audits.

Trust Offices

Continued update of systems to comply with changes in state and federal laws and regulations.
Improved procedure of filing estate claims on a timely basis for greater revenue collection.

Reimbursement Field Offices

Developed a more efficient method of making assignments to investigating officers.
Held five training sessions on "Ability to Pay" procedures and standards of Evaluations and Reevaluations.

General

Improved systems of purchasing and inventory control.

FY 75 AGENCY ANNUAL REPORT

04 - Personnel Division

The Personnel Division has been involved in the following:

1. A number of contract negotiations with various unions;
2. Classification and compensation process with the Department of Administration, Personnel Division;
3. Various kinds of appeals and grievances;
4. Studies of organizational structure within the Department;
5. An intensified recruiting effort for the Department for positions under the new Director;
6. Administration of a staff development program for the Department involving training at the university level and other types of inservice training;
7. Position control as it relates to organizational management within institutions;
8. Coordination of personnel policies and matters with all institutions;
9. Exit interview process;
10. Development of Department policies;
11. Processing of payroll for the Central Office;
12. Coordination of Federally funded programs for institutions - E.E.A., C.E.T.A., and P.S.E.

FY 1975 AGENCY ANNUAL REPORT

Department of Institutions - 6401

Aftercare Bureau - 05

Major Accomplishments

1. Developed individual treatment plans for 52 youth residing at the Montana Children's Center and made appropriate placements for each youth prior to the June 30, 1975 closing of the Center.
2. Developed community facilities such as foster and group homes and accomplished the placement of 27 youths committed to the Department of Institutions by Consent Adjustment Decrees. The use of Consent Decrees, which allow a youth in need of supervision to be committed to care for up to six months, began July 1, 1974. The 27 youth placed were in addition to the normal placement caseload.
3. Developed an Intensive Care, Diagnostic and Evaluation program with facilities in Great Falls. This facility provides residential and other community services to youth committed to the Department for diagnosis and evaluation.
4. Implemented standard procedures for hearings for youth alleged to have violated the conditions of Aftercare. The procedures provide each accused youth the right to be represented by an attorney, to present witnesses and to be heard by an attorney who is not employed or retained by the Department. The procedures insure the youth's right to a fair and impartial hearing prior to revocation.
5. Increased the quantity and quality of service provided to youth through the employment of three additional counselors. The strategic location of these counselors throughout the state and the reassignment of districts reduced the average caseload to 38 per counselor. This caseload approaches the standard promulgated by the National Council on Delinquency.
6. Developed one additional District Youth Guidance Home and one agency group home. These two homes provide residential and other community services for an additional 20 youth.
7. Implemented a central toll free phone line through which runaway youth may contact their parents without divulging their location. "Operation Peace of Mind" was widely publicized by Aftercare through funding from the Montana Board of Crime Control.
8. Developed and implemented a procedure for the biannual inspection and evaluation of District Youth Guidance Homes and promulgated the procedures through a revision of the District Youth Guidance Home Manual.

FY 75 AGENCY ANNUAL REPORT

06 - Research and Evaluation

The Research and Evaluation Division assisted in gathering data and planning for new policies and programs in the areas of Mental Health, Developmental Disabilities, and Corrections.

Research and Evaluation introduced an accountability oriented management system to all institutions.

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Boulder River School and Hospital (6402)

Administration (01)

The biennial budget for fiscal year 1975-77 for the Institution which, was approved by the Legislature, granted a 77% increase in funding over the last biennium. An increase of 199 new staff members was also approved. This was achieved in cooperation with other state agencies and the Governor's Office. One hundred ten residents were placed in emergency community facilities on July of 1974 due to approximately 150 staff vacancies. Employee salary increases were provided effective January 4, 1975. Staff vacancies were decreased from approximately 150 in July of 1974 to approximately 20 in June of 1975, due to increased salaries and active recruitment. The Governor and the Legislature visited the facility during the year to gain information concerning institution problems.

General Services (02)

The Food Service Department operated on a cycle menu for the year and assigned Food Service Workers to the cottages to serve meals so that Direct Care Personnel could use this time for resident training.

The Maintenance Department built wardrobes for residents residing in the old buildings to provide a more normal atmosphere and provided the required maintenance for grounds, vehicles, and buildings at a low cost. Phase I of the Hospital Remodeling Project was completed.

The Legislature approved a \$200,000 long range building request to upgrade the Laundry equipment and building.

Social Behavioral Services (03)

The resident population of the Institution was reduced from 549 on July 1, 1974 to 402 on June 30, 1975. Thirteen persons were admitted to the Institution during the fiscal year.

An introduction to the training approach titled "Training Guidelines" was published and almost 1,000 copies of the Program Procedures Manual was distributed by the Title I Program. A Resident Work Program was established and the workers were paid in compliance with Fair Labor Standards Act and other U.S. Department of Labor Regulations.

The School, Speech and Recreation Programs were reorganized to expand services to the residents and adapt to the habilitation organization of the Institution.

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(continued)

Clinical (04)

A Staff Physician and Medex Student were employed at the Institution, which expanded medical care available to the residents.

A genetics seminar was sponsored in July, which was attended by 150 persons from the State of Montana. The immunization program for the Institution has been updated and extensive recruitment for nurses and LPN's has been conducted.

Laboratory services have been expanded through the fiscal year by the addition of new equipment. Physical Therapy services were increased by the addition of new employees and program innovations.

Residential Services (05)

One 58 year old and one 32 year old cottage were closed to resident living due to depopulation of the Institution.

The resident population was reorganized in July of 1974 based on the residents' habilitative needs rather than a geographical region system. The quality and quantity of resident clothing was upgraded through expenditure of more funds and the use of better purchasing practices.

Resident Training Programs were formalized and the data collected was computerized to effectively evaluate resident progress. Environmental enrichment trips for profoundly and severely retarded residents were conducted weekly.

Canteen (08) Not applicable (N/A)

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DEPARTMENT OF INSTITUTIONS

Center For The Aged 6404

Please accept the following Annual Report to the Governor:

ADMINISTRATION - 01

Help to develop two additional wings to existing facility to enlarge present facility by a net gain of 56 beds, to be completed by July 1, 1975, at a cost of approximately one million dollars.

CARE & TREATMENT - 02

Patient care staffing increased 75% to better care and provide for patients as required by licensure standards.

Developed and implemented contracts for patient's Bill of Rights.

Improving and increasing patients care and socializing activities.

Expand inservice program for staff development.

GENERAL SERVICE & PHYSICAL PLANT - 03

Construct garage addition to existing garage.

Re-roofed kitchen and dining room area.

Plan to re-roof remaining existing building.

Plan to develop preventative maintenance.

FOOD SERVICE - 04

Develop Food Service Manager position to assume responsibility of diets, menus, purchases and inventory.



EASTMONT TRAINING CENTER

LITTLE STREET, GLENDALE, MONTANA 59330

Phone 365-2644

FY 75 AGENCY ANNUAL REPORT

MAJOR ACCOMPLISHMENTS

ADMINISTRATION - 01

1. Behavior Modification Specialists

Two behavior modification specialists were employed which provided a substantial increase in individualized student programming.

2. Hike-Bike

The center staff and equipment were used to assist the local association for retarded citizens in raising \$6,000. for early infant stimulation programs in the community.

CARE AND CUSTODY - 02

1. Position Rank Increased

The positions of Mental Retardation Aide II and Licensed Practical Nurse II were developed and provided opportunities for promotion within the Care and Custody department.

2. Token System*

A token system was implemented and resulted in a 47% increase in appropriate adaptive behavior as defined by the "merit system".

3. Grandparent and Counselor Training*

Foster Grandparents and Attendant Counselors were involved in the performance of training programs daily resulting in a 28% increase in the self help skill proficiency of the children.

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Major Accomplishments
Page 2

Care and Custody 02 Cont.

4. Code of Conduct*

A Universal Code of Conduct was constructed and implemented resulting in a 40% decrease in student maladaptive behavior at the Center.

GENERAL SERVICES - 03

1. Energy Conservation

Eastmont has been successful in reducing Natural Gas Consumption by 18.80%, Electricity by 10.12% and Travel by 18.67%.

2. Multi-Purpose Building

Funding for addition to our Multi-Purpose building was approved and construction was started in April 1975 and at the present time is 75% completed.

3. Use of E.E.A. Program

One man was trained under the Emergency Employment Act and has now been placed on our staff full time.

EDUCATION AND REHABILITATION -04

1. Student Population Placed

A total of 20 students were placed during the year in a less restrictive setting with the break-down as follows:

Nine students were placed in a less restrictive living setting while maintaining existing educational placements.

Five students were placed in a less restrictive educational setting.

Three students were placed simultaneously in a less restrictive educational and living setting.

Three students reached maximum residency age and were placed in workshop settings with less restrictive living situations.

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Page 3

Education and Rehabilitation 04 Cont.

2. Establishment of Pre School Class

Minimum age requirement was lowered from six to four years of age, enabling the establishment of a pre-school class to provide services and training for younger developmentally disabled children who would otherwise have no services available.

3. Establishment of TMR Classroom in Lincoln Public School

Through cooperation with the office of the Superintendent of Public Instruction, a TMR classroom was established at Lincoln Elementary School in Glendive allowing for the placement of seven students in a less restrictive educational setting.

4. Portage Project

Eastmont cooperated with the Southeastern Montana Association for Retarded Citizens and the Glendive Public Schools to aid in the development of the pre-school Portage Project to provide in home training for 4 Developmentally Disabled children.

5. Psychologist under Contract

A contract for services was established with a local psychologist to provide for updated psychological information in student files and to provide professional consultation for Eastmont staff and resident's parents.

6. Human Service Worker

An agreement was entered into with Dawson College, Glendive, enabling a second year Human Services major to receive ten weeks of practicum experience in the fields of social work, education and care and custody of Developmentally Disabled children.

7. Participation in University Year for Action Program

Eastmont was chosen as a training site for the UYA program, allowing for a senior special education major to participate in three college quarters of practical work experience with Developmentally Disabled children while obtaining undergraduate college credits.

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Major Accomplishments
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Education and Rehabilitation 04 Cont.

8. Individual Student Plans*

A uniform evaluation procedure was constructed to be used in determining priority training areas for the students. This resulted in individualized priority training plans for each student at Eastmont.

9. Parent Involvement*

Parent communication was increased through visits to 90% of the homes throughout the year. Three successful toilet training programs were carried out at home and several parents reported progress on maladaptive programs in the home.

FOOD SERVICES - 05

1. Food Services

The food services became a separate accounting entity offering better diet development, inventory control and using fewer man hours.

* Indicates program accomplishments initiated by Title I personnel and cooperatively implemented with designated program.

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GALEN STATE HOSPITAL (6406)

Administration (01)

With the increased activity (due to the alcoholic treatment program) and expanded requirements imposed by State and Federal regulations, administrative costs have remained within budget constraints.

Care and Treatment (02)

Increased recruiting activity has enabled the hospital to achieve the minimum requirements of licensed nursing personnel to meet State and Federal Standards.

General Services (03)

Phase II of the Life Safety Code Improvements is well on the way to completion. This project includes: 1. The installation of automatic smoke and fire doors. 2. Smoke detectors. 3. A complete revision of the fire alarm system. This project will give us minimum compliance with Federal and State Standards.

State Alcoholism Program (04)

The state alcoholism treatment and rehabilitation program was moved from Warm Springs State Hospital to Galen State Hospital, accomplishing the implementation of sections 80-1701 and 80-1705 R.C.M. (H.B. 988, 1974 sessions). This changed alcoholism from a "mental illness" to an "illness", thereby providing much needed relief to Warm Springs State Hospital by reducing the admission rate over 50%. Galen treated 1029 persons during this period for alcoholism in an "open door" modality.

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MOUNTAIN VIEW SCHOOL (6407)

Administration (01)

Despite a record breaking number of new commitments, the following factors remained stable: The average daily population was reduced to a record low of 61 girls. The average length of stay remained a low 7.5 months. The recidivist rate remained a low 11.0%.

The Mountain View School was also flooded with a record breaking amount of water during the spring; approximately \$5,000 damage and much clean-up work; entire institution evacuated to Fort Harrison for 12 days during May, 1975. During the several weeks of high water, there were no major incidents, no deaths or injuries to staff or students. Outstanding performance by Mountain View School staff members, outstanding assistance received from Montana National Guard.

\$150,000 building program completed during 1975 fiscal year. Remodeling program has resulted in updating of entire Mountain View School program. Improved School, Administration Building, and Intensive Care Cottage, with a very limited amount of funds. Salaries for all Mountain View School staff members were increased by the Legislature. Result: better staff morale, more applicants, less turnover.

Education (03)

Mountain View School granted "regular accreditation" from Montana Board of Public Education.

1920 Mountain View School building remodeled. Large classrooms divided into smaller individualized classrooms. All rooms repaired, painted, draped, and carpeted. Legislature funded three new teacher positions and one guidance counselor position.

Care and Custody (02)

Group Life: As a result of the remodeling program that took place during the designated fiscal year, the implementation of an intensive treatment unit took effect in March of 1975. This unit is designed to control a maximum of 14 residents who would be classified the most disturbed or in need of special attention. The implementation of this unit has resulted in the almost total phasing out of our previous inadequate isolation unit as well as reducing total detention time. The old isolation unit (a five-cell block unit) is now used only for extreme cases and then only for a short period of time. (generally never over-night).

The number of "runaways" from the institution has significantly been reduced as well as the number of "on campus" disturbances. This is attributed to the maintainance of

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a lower daily population, the utilization of the Intensive Treatment Unit, the addition of key personnel staff training, and a sophisticated radio communication system obtained through a Crime Commission Grant.

The Group Life Department has been the target of In-Service Training during fiscal year 1975. Several training programs were set up through the auspices of a training grant awarded to the University of Montana funded by the Governor's Board of Crime Control. This included films, local expertees, and out-of-state consultants.

Clinical Services: An additional Social Worker I was acquired to assist in meeting the demands of the increased number of 45-day evaluations commitments. New offices and location of offices have been changed as a result of the remodeling program providing the Clinical Service Department with a more professional atmosphere conducive to a more successful clinical treatment program. Emphasis continues to be placed on much individual and group type counselling approach.

PINE HILLS SCHOOL
Miles City, Montana

ADMINISTRATION

<u>Performance:</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Claims processed	1175	1027	1019
Requisitions	143	125	123
Accounts:			
Handled in Helena	3	5	5
Handled locally	5	4	4
Warrant transfers	40	93	107
Purchase Orders:			
Finalized	179	155	177
Purchase orders held over	27	19	38
Journal Vouchers	27	24	17
Collection Reports	31	24	12
Employees terminated	37	72	50
Number of individual boy accounts	408	410	379
New Commitments	102	129	125
Diagnostic evaluations	61	83	91
Boys returned to Pine Hills School:			
Parole violators	23	41	35
For replacement	16	14	14
Transferred from other institutions	8	10	8
Boys released from Pine Hills School:			
Released	111	120	150
Transferred to other institutions	48	50	33
By death	0	1	0
Discharged directly from PHS	57	93	93
Discharged from Aftercare:			
Above satisfactory adjustment	8	5	10
Satisfactory adjustment	45	40	37
Unsatisfactory adjustment	10	10	16
Recidivism rate	10.1%	16.2%	15%
Average daily population	127.4	132.5	123.3
Number of boy days in September	3616	3259	3016
Number of boy days in May	4144	4741	4463
Number of boy visitors	1657	2262	1729
Number of visitors on tours of campus	433	394	428

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SWAN RIVER YOUTH FOREST CAMP (6410)

Administration Program (01)

The youth camp managed a conservative budget without severely curtailing services in spite of inflationary costs.

A Community Awareness project funded by the Crime Control Commission and aimed at informing the Montana Criminal Justice System of the youth camp's capabilities and purpose was initiated. The project will include the printing of a camp brochure and direct visits to each of the Montana Judicial Districts.

Radio communications were improved with the purchase of portable radios and adding the institutions designated frequency to the existing base station. This project was funded by the Crime Control Commission and has facilitated immediate communications with work crews and night time security.

Counseling and Supervision (02)

The resident population continued to increase reaching a maximum of 50 at times and averaging 41 for the year. Recidivism rate on juveniles remained near 10%.

A 30 hour staff training on the "Rights of the Incarcerated" and the new Montana Juvenile Code was conducted.

Education and Training (03)

24 residents received high school equivalency diplomas through the volunteer school program. An average of 12 residents attended classes daily.

General Services (04)

Efforts in this program were directed at holding operational costs within our budget without drastically curtailing services in the food service utilities and maintenance areas.

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VETERANS' HOME (6411)

Administration Program (01)

Maintained 97.6% average daily population of 100 bed capacity.
Maintained 38.4% average daily population of 40 bed licensed Nursing Home.
Combined efforts with Memorial Foundation in procuring \$2500.00 of patient equipment for the Nursing Wing and therapy room.
Realized a relatively small employee turnover among 55 employees.
Implemented the legislative pay increases which were received with much gratification.
Effectuated changeover to four programs to include Food Service during next biennium.

Care and Services Program (02)

Completed installation of irrigation system.
Expanded farm production of produce, hay, grain and 10 acres potatoes.
Initiated revolving farm operation which will utilize available land and eventually replace old and obsolete equipment with modern machinery derived from the income.
Provided potatoes to other institutions.
Added tables and benches to the barbecue and boat launch facilities in Hugo Aronson Park on Flathead River.

Nursing Care Program (03)

Developed therapy program, benefiting from out-of-state training and equipped separate centrally located therapy room.
Coordinated medical care to Domiciliary members who required attention and regular medications.
Continued to maintain a capacity population and, in addition, cared for Domiciliary patients when health required nursing care.

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WARM SPRINGS STATE HOSPITAL

Administration (01)

New store order system for ordering supplies and materials which gives accountability, efficiency and control. Extension of a position control system for control of budgets. Planning and beginning implementation of an automatic timekeeping system.

Planning and programming for data processing capability for patient profile accounts and inventory system.

Care and Treatment (02)

Quality and quantity of treatment personnel was generally increased in all pertinent departments.

Nursing - Increased quality and quantity of personnel. Comprehensive program of continuing education.

Implementation, with pharmacy of Uni-Use Medication System

Medical Electronics - New cardiac care equipment installed and began transmitting cardiograms by telephone to cardiology center in Missoula.

Rehabilitation Therapies - Development of a paid patient employment program to meet the requirements of the U. S. Department of Labor and the Fair Labor Standards Act as a result of Souder Brennan decision.

Social Service - Detailed planning was started for the development of a Regional Unit System for patient care within the institution.

General Services (03)

Renovation of fire damage to General Hospital #27-#28-#29 and Infirmary #17 and #18.

Began construction on 64-bed Patient Dormitory

Renovation of #26 to new pharmacy for use with new Uni-Use Control Modules.

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BOARD OF PARDONS (6413)

Adult Probation & Parole Program (01)

- A. The agency obtained required legislation and funds appropriated that will soon provide Sentencing Courts with alternatives to incarceration at Montana State Prison for corrections of its adult offenders.

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Montana Drug Center (6415)

Provided direct drug rehabilitation services
to 776 residents of Montana Mental Health Region IV.

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Division of Aeronautics (01)

Airport/Airways Bureau

Operated Yellowstone air carrier airport, handling a total of 19,387 passengers and made security and crash/fire/rescue improvements totaling approximately \$200,000.

Continued to operate and maintain: 12 mountain-top airway beacons, 11 emergency and recreation airports, 53 air-to-ground communications facilities and 19 radio navigation stations.

Disbursed airport development loans and grants totaling \$136,320 to Montana communities.

Completed the Montana State Airport System Plan, a blueprint for aviation development through 1992.

Installed new radio navigation stations to serve Forsyth and Eureka and installed a new air-to-ground communications facility at Hardin.

Sponsored a combination crash/fire/rescue school and equipment familiarization seminar for CFR personnel, and conducted the First Annual Airport Maintenance Seminar for interested airport operators and maintenance personnel.

Provided engineering and other technical assistance to 38 Montana communities in airport development, hospital heliport development, avaiton safety, airport operation and maintenance and navigational aid development.

Safety and Education Bureau

Conducted annual flight instructor course.

Carried out normal search and rescue responsibilities providing coverage 24 hours per day, 7 days a week.

Made 43 inspections of VA flight schools conducting flight instruction to veterans, approving 124 new courses.

Conducted flying classrooms for the majority of the larger high schools, flight orientation for many of the smaller ones, giving solo flight scholarships for winners of high school aviation programs. Funded three workshops for interested teachers at state colleges. Provided a scholarship for winner by essay of one of the workshops, to go to Florida to join an educational conference during Apollo-Soyuz launch. Contacted majority of state's superintendents and principals to offer help and/or guidance in aviation interests.

Air Transportation Bureau

We administered the State Aircraft Pool, flying a total of 1170.9 accident-free hours in support of the executive and legislative branches of government. Acquired, checked out and safely operated new twin engine, pressurized, all weather aircraft. Sent 6 state pilots through specialized aircraft school in Kansas. Chartered commercial flying services for state personnel in amount of \$12,035 spent \$14,897 on state aircraft maintenance; \$17,919 on fuel for state aircraft.

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Human Resources Division (07)

1. Montana Study - The Human Resource Division is re-instituting the Montana Study of the 1940's. This study is designed to strengthen and improve the lot of small towns in Montana by using local citizens as those who determine the town's needs and possible future.
2. Employment of Montanans - The Division applied for, received and disbursed over \$2,000,000 of federal funds to employ 5300 Montanans in full or part-time jobs. These funds were made available through the Governor's Manpower Council.
3. Flood Relief Center - The Division staffed the several Flood Relief Centers throughout the state to aid local citizens in applying for, and receiving, disaster assistance last spring.
4. Expansion of HRDC Boundaries - The Division began the year with the ability to provide services to 25 of the state's counties. By the end of FY 75, we had increased that to 52 counties by assisting our local HRDC's in expanding their jurisdiction to become coterminous with the Planning Districts.
5. Establishment of New HRDC's - The Division, using no state funds, provided the resources and technical assistance necessary to establish an organization in District IX to plan, administer and evaluate the delivery of social service projects. Similar work on a District VI HRDC was begun in FY 75 and will be completed this FY.
6. District-wide Social Planning Process - Using a combination of census data, various statistical reports, federal expenditures by planning district and extensive local citizen input, the Division implemented the state's first comprehensive district-wide social services plan. Copies of each District's plan are available.
7. Publication of District Profile - The Division researched, compiled, printed and distributed to each state representative and senator a narrative and statistical "profile" of their voting district's population, socio-economic and environmental characteristics.
8. DCA Coordinator Project - Human Resources Division secured non-state funding for seven District representatives of the Department. The '75 session of the legislature approved continued state funding for four of the positions.
9. Montana Senior Citizen Association - The Division was able to secure a federal grant to fund a statewide organization to articulate the needs of senior citizens and advocate on their behalf.
10. Implementation of New Programs - During FY 75 the Division was able to apply for receive and implement, two new programs; the Migrant and Seasonal Farmworker Project and the Program for Local Service. The Farmworker Project is intended to give migrant/seasonal workers access to training and services to upgrade their vocational skills or learn another trade. The PLS program provides local County Commissions with volunteers to work on a variety of social services.

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Highway Traffic Safety Division (08)

Planning and Administration

Secured a Federal block grant for \$554,434.26 to fund state and local highway safety projects. Reduction in calendar 1973 fatality rate resulted in an incentive grant award of \$268,044.00.

Law Enforcement

Special accident prevention units were continued within the Montana Highway Patrol Bureau and the City of Helena Police Department. Speed enforcement equipment was purchased for the Town of Polson. Pre-trial investigative services were continued in the cities of Billings and Great Falls. The state blood/alcohol testing system was also continued within the Department of Health and Environmental Sciences.

Emergency Medical Services

Emergency medical service equipment was purchased for the counties of Missoula and Big Horn. Emergency Medical Technician training courses continued in many areas of the state.

Traffic Records

The driver licensing records were continued to be converted from manual to automated files. A study was completed to determine the feasibility of automating the motor vehicle registration system. A project was initiated to microfilm accident reports to aid engineering analysis.

Traffic Safety Education and Pupil Transportation

The state Traffic Safety Education Supervisor and the Pupil Transportation Supervisor were continued. A kindergarten through sixth grade curriculum was implemented.

Traffic Engineering

A traffic engineer was provided for the Montana Association of Counties, as well as a traffic technician for the City of Great Falls. Traffic engineering equipment was purchased for the City of Missoula and Montana State University. Traffic signs were purchased for the cities of Great Falls and Butte.

Division of Local Government Services

Audit Program (09)

Drafted and secured passage of legislation which recodified the department's audit duties and authorized contract audits of Local governmental units by licensed public accountants.

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Division of Local Government Services (Cont)

Accounting & Management Systems Program (10)

Obtained executive and legislative approval to develop and implement budgeting, accounting and reporting systems for cities and counties.

Concluded initial implementation phase of uniform accounting and reporting systems for incorporated towns.

Local Assistance Program

Entered into a cooperative arrangement with the U.S. Bureau of the Census for the central collection and confirmation of local government revenue sharing data.

All Programs

Completed six workshops of a continuing education program conducted by the University of Montana School of Business Administration faculty.

Division of Economic Development (14)

Division personnel continued to respond to every request for assistance from communities, industries and individuals who expressed a need or desire to develop or expand industry in communities.

Information was developed on industries ranging from the utilization or production of fly ash, plastics, meat packing, chisel plows, irrigation equipment, steel, agriculture sweeps, apparel, bicycles and proposed recreational developments such as Ski Yellowstone.

Organized and conducted an EDA conference, Western Governors' Conference on Agriculture and the annual conference of the Federation of Rocky Mountain States.

Financed a portion of the cost to maintain a motion picture field promotional unit.

Developed a computerized program to project cash flows from operations of manufacturing enterprises.

Assisted industrial prospects with information about Industrial Revenue Bonds.

Sponsored and participated in an Economic Development Task Force which resulted in passage of four industrial incentives.

Hosted the Japan Trade Center and Taiwan Consulate General.

Organized a state effort to expose inequities in the measurement of protein content in wheat.

Conducted the Governor's Ad Hoc Committee on Agriculture and the Livestock Task Force.

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Division of Economic Development (14) (Cont)

Developed a data book containing economic base-line information for the Glasgow industrial community.

Initiated a project to develop a statewide approach for handling industrial prospects at the community level.

Worked with various organizations and county commissioners to encourage the establishment of EDA economic development districts.

Developed information in support of requests from the Chicago Corporation, the Glasgow Air Force Base Facilities Manager, the Montana International Trade Commission, the Office of Economic Adjustment, and the Congressional Delegation involving considerations such as the utilization of Glasgow Air Force Base as a staging area for the proposed North Slope PET-4 development project and projects involving meat packing, the manufacture of synthetic gas from coal, possible industrial uses of grains, and the process of developing a local entity to assume control and management of base properties.

Division of Planning (15)

State Land Use Planning

Initiated, researched and drafted legislation providing for land use planning and protection of areas of state concern.

Evaluated and reported on land use implications of Montana's differential assessment of agricultural land.

Assumed responsibility for and initiated Montana's participation in the tri-state federally sponsored Yellowstone-Teton Regional Study.

Local Planning Assistance

Continued effort to develop planning capabilities with emphasis on rural counties. Directly responsible for obtaining funding and staff for six new county planning boards.

Obtained, passed through and administered \$206,000 for city and county planning.

Provided direct technical planning assistance to fifteen communities.

Subdivision Administration

Completed program of establishing subdivision regulations in all counties. Conducted statewide seminars on subdivision regulation.

Performed detailed technical review of 76 proposed subdivisions.

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Division of Planning (15) (Cont)

Transportation Planning

Established a program for providing technical assistance to Montana communities in need of multi-modal transportation planning. Secured grants totalling \$100,000.00 to purchase 16 mini buses.

Community Development

Established architectural, planning, engineering team and provided direct professional assistance to four communities.

Substate Districts

Conducted an educational and informational effort on behalf of the substate district concept. Promoted the formation of District Councils, assisted in the organization of Section 208 water quality projects and helped secure Old West Regional Commission Administrative Expense Grants totalling \$100,00.00 for substate districts one and six.

Centralized Services Division (16)

Standardized accounting systems for HUD 701 projects.

Provided budgetary, accounting, legal data processing, personnel services to the department.

Indian Affairs Unit (19)

Developed a handbook entitled "Profile of the Montana Native American" to statistically document Indian conditions pertaining to population, health, education, welfare, employment, housing, land ownership, and Indian legal offenders.

Developed a project entitled "Montana Native American Talent Bank" to identify Indian people who have participated in the BIA Education and Employment Assistance Programs and received a college degree or vocational training certificate. The project goal is to make information concerning employment in the State of Montana available to qualified Indian people.

Initiated a project entitled "Montana Indian Development Corporation" to provide adequate financing at low interest rates to help tribes and individuals develop their own resources and finance the development and/or expansion of profitable small businesses located in rural and urban areas.

Assisted in the organizational structure of the Governor's Task Force on Tribal, State and Federal Responsibilities.

Coal Board (21)

Has responsibility of awarding grants to units of local government directly affected by coal development and who meet certain criteria. Money for grants derived from percentage of severance tax on coal. First meeting of Board will be held October 16, and 17, 1975, and first grants will probably be awarded by February 1976. Approximately \$11.65 million will be available for grants for biennium ending 1977.

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Division of Research & Information Systems (22)

Major accomplishments this (but not necessarily in order of importance) were:

Report on the State Economy

Coordinated the preparation and publishing of a report to the Governor and key legislators, on the state's economy and its current condition.

Colstrip Economic Impact

Completed a report on the impact of proposed Colstrip plants 3 and 4 on the economy of Rosebud County.

Montana Futures Project

Proposed and built the conceptual framework for the Montana Futures modelling project, in cooperation with the Governor's Office and departments of Employment Security and Revenue.

County Profiles

Developed a statistical data base of county information from which "profile" were printed and published for all Montana counties. They were widely distributed to groups in all counties.

Computer-based Mapping projects

Completed automation of data on all state-owned lands in cooperation with the Department of State Lands. Began similar automation of descriptions of land owned by departments of Fish and Game and Natural Resources.

Automated Fish and Game department inventory of 2,700 recreation sites. Obtained from Department of Revenue a computer file of 147,000 records of geographic locations of section corners digitized from USGS quad maps, which will be used to provide accurate land ownership maps for any area of the state.

Population Estimates and Projections

Developed a model for providing annual county population projections, and another for providing city population estimates. Conducted a national survey of population estimated procedures used by state governments, and published results.

Data File Maintenance

Continued to serve as the state's Census summary tape processing center. Continued operation and maintenance of the Regional Economic Information Systems data files. Operated the Statutory Information Retrieval system providing service on retrieval of information from the state statutes for legislators, attorneys, and state and local agencies. Maintained files of all grants and requests by Montana agencies. Developed a master file of all pilots and all airports facilities for use by the Aeronautics Commission. Automated an inventory file of Native American Indians and the employment potentials for the Indian Affairs unit. Developed a data base of federal expenditures by Montana counties, 1970 through 1974.

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Division of Research & Information Systems (22) (Cont)

Information Services

Responded to several thousand inquiries for information by mail, telephone, and by personal briefings. Began design of storage and retrieval system for ground water quality data. Developed Employee Activity Reporting System for department of Fish and Game, with monthly reporting system.

Housing Division (23)

Instrumental assistance in preparation, discussion, testimony and implementing a new state housing finance agency, the Montana Board of Housing. Assigned primary responsibility for establishing the Board, its programs, budgeting, accounting, and daily administrative functions.

Continued providing technical assistance/information to federal, state, sub-state and local governments, sponsors/developers and consumers groups in the process of housing development and delivery of services.

Continued performing the "housing element" work activities of the Department's 701 Urban Planning grant program funded by the U.S. Department of Housing and Urban Development.

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EMPLOYMENT SECURITY DIVISION (6602)

Employment Service (02)

Major Accomplishments (Fiscal Year, 1975)

- Registered 84,432 jobseekers for employment and/or other services.
- Placed 44,078 workers in industrial and agricultural jobs.
- Enrolled 315 new teachers and administrators under the Teacher Placement Service. Placed 469 applicants in administrative and teaching jobs.
- Tested 13,747 jobseekers for aptitude and proficiency.
- counseled 50,922 applicants to aid in vocational choice or job development.
- Obtained 42,015 industrial job orders as a result of 24,182 employer visits.
- Enrolled 2,756 persons in the Work Incentive Program (WIN) and placed 967 in unsubsidized jobs resulting in considerable saving of welfare dollars.
- Carried an enrollment of 1,428 persons in the Concentrated Employment Program (CEP) in the six counties of Silver Bow, Lewis & Clark, Deer Lodge, Meagher, Broadwater and Jefferson. After training and work experience, 596 CEP enrollees were placed on jobs.
- Registered 3,173 participants in the Public Service Employment Program (PEP) with veterans in this program exceeding the national average. Sixty percent of the program registrants were hired by the employing agency or placed in jobs in the private sector.
- Recruited and screened 4,000 youth for Job Corps qualifications which resulted in the enrollment of 315 males and 114 females for education, training and work experience. In addition, 367 ex-corpsmen received job placement and supportive services.
- Special services were provided to 27,904 youth, 11,826 older workers and 5,217 handicapped persons.
- Received 101 employer requests for temporary industrial employment of foreign workers. Seventy-seven requests were approved, 21 denied, and 3 are pending. The majority of requests for importation of foreign workers stemmed from increased oil exploration and drilling operations in the state.
- Maintained and expanded an active labor market information program through press releases, monthly summaries and special news letters.

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EMPLOYMENT SECURITY DIVISION (6602)

Unemployment Insurance (02)

Major Accomplishments (Fiscal Year, 1975)

Administered six separate unemployment insurance programs including the regular state system, two regular federal operations, and three federally mandated emergency plans initiated last year due to continuing high unemployment at both national and state levels.

The highest unemployment insurance workload in the agency's history for the separate programs is reflected in the following statistics:

REGULAR STATE PROGRAM

Initial Claims - Monetary Determinations	44,538
Eligibles (monetary)	36,173
Ineligibles (monetary)	8,365
Continued (weekly) Claims Filed	471,036
First Payments	28,116
Claimants Exhausting Benefits	8,638
Number of Payments	382,899
Average Number of Weekly Payments	7,363
Unemployment Insurance Paid	\$21,633,939
Weeks Compensated	378,530
Average Weekly Benefit Amount	\$57.15
Average Duration of Benefits (years)	13.5
Employer Contributions to Trust Fund	\$11,254,469
Appeal Hearings Conducted:	
Employer - Appeals Referee	1,155
Labor	13

FEDERAL PROGRAMS - REGULAR

Unemployment Compensation for Federal Employees (U.C.F.E.)

Initial Claims - Monetary Determinations	1,509
Continued (weekly) Claims Filed	18,553
Weeks Compensated	17,321
Amount of Benefit Payments	\$985,898

Unemployment Compensation for Ex-Servicemen (U.C.X.)

Initial Claims - Monetary Determinations	1,690
Continued (weekly) Claims Filed	19,668
Weeks Compensated	18,233
Amount of Benefit Payments	\$1,108,603

TEMPORARY PROGRAMS:

EXTENDED BENEFITS (E.B.)

Initial Claims Filed (all programs)	6,398
Weeks Compensated (all programs)	37,493
Amount of Benefits Paid (all programs)	\$1,966,393

FEDERAL SUPPLEMENTAL BENEFITS (F.S.B.)

Initial Claims Filed (all programs)	1,772
Weeks Compensated (all programs)	9,623
Amount of Benefits Paid (all programs)	\$445,270

SPECIAL UNEMPLOYMENT ASSISTANCE (S.U.A.)

Initial Claims Filed (all programs)	5,607
Weeks Compensated (all programs)	29,951
Amount of Benefits Paid (all programs)	\$1,575,989

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DEPARTMENT OF LABOR & INDUSTRY (6601)

Labor Standards Division (01)

Collected two hundred ten thousand one hundred seventy-seven dollars and ninety-seven cents (\$210,177.97) for unpaid wages.

Collected one hundred seven thousand eight hundred sixty-five dollars and thirty-eight cents (\$107,865.38) for wage and hour violations uncovered.

Conducted one hundred sixty-six (166) formal hearings and one hundred twenty (120) informal hearings.

Serviced eleven hundred ninety (1190) Apprenticeship Programs, eight hundred thirteen (813) under Veteran's Administration Contract and nine hundred sixteen (916) on-the-job training programs under Veteran's Contract.

Appeared before many employer and employee gatherings explaining various laws we administer.

Conducted one thousand ninety-three (1,093) field inspections for compliance of Minimum Wage and Hour Laws and Restaurant, Bar and Tavern Wage Protection Act in various sections of the State.

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DEPARTMENT OF LABOR AND INDUSTRY (6601)

Labor Standards Division (01)

Board of Personnel Appeals (02)

During the course of FY 1975, the Board of Personnel Appeals handled activities in the areas indicated below:

1. Unit Determinations and elections --- 45
2. Decertifications ----- 5
3. Unfair Labor Practices ----- 17
4. Classification Appeals ----- 80
5. Mediation ----- 11
6. Fact-finding ----- 8

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Department of Labor & Industry (6601)

Human Rights Bureau (03)

The Human Rights Commission was established by action of the 1974 Legislature. Governor Thomas L. Judge appointed the following persons to the Commission: Elsie McGarvey, Chairperson; Delores Storm, Phil E. Roy, Lee Topash, and David E. Fuller. The Commission, Sidney L. Smith, Commissioner of Labor & Industry and Tony Softich, Administrator, Labor Standards Division, were responsible for responsible for the appointment of the Human Rights Bureau staff during its first year of operation. Raymond D. Brown was appointed Bureau Chief effective January 13, 1975.

During the first year of operation the following was accomplished: (1) appointment of staff; (2) writing and adoption of Organization Rules of the Human Rights Commission [Montana Administrative Code, Section 24-3.9(1)-0900 to Section 24-3.9(14)-S9290]; (3) the development and implementation for the receipt, filing, and investigation and conciliation of complaints; (4) processing of Citizen Advocate's referrals by other bureau administrative action or referral to proper agency; (5) contacts made with Indian groups, other minorities and women groups for communicative purposes; (6) the request for EEOC contract, approval and award of \$35,000; (7) the request for CETA contract, approval and award of \$26,000; (8) the implementation of the on-the-job training program in conjunction with the Helena Indian Alliance; (9) the case load for FY 74 is as follows:

Areas of Discrimination

Employment --- 76
Training or education --- 10
Housing --- 5
Public Accommodations --- 2
Financing --- 2
Government services --- 5
Retaliation --- 1
Other --- 1

Cause of Discrimination

Creed or Religion --- 5
Age --- 11
Sex --- 47
Race or National origin --- 21
Handicap, mental or physical --- 8
Political belief --- 2
Other --- 8

Position/Finding of Cases:

No Cause --- 24
No Jurisdiction --- 11
Hearing --- 1
Conciliated --- 8
Under Conciliation --- 9
Withdrawn --- 8
Under Investigation --- 40
Under Litigation --- 1

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Women's Bureau (04)

The Bureau started preliminary plans for a survey in Missoula. Its purpose is to determine the number of females and males working in each occupation. The information is to be used in planning future Women's Bureau projects. If the co-ordinated efforts of University and City Council people as well as volunteers is successful, similar projects are to be conducted throughout the state.

The Bureau was involved in over 11 meetings and 14 different radio, television and newspaper interviews throughout the state directing public attention to employment problems confronting women workers in Montana. Has also participated in workshops sponsored by other groups. The Bureau Chief has been the featured speaker at several programs throughout the state sponsored by special interest groups.

In serving as a clearinghouse for information and materials pertinent to programs and services available to assist and advise women on employment and related matters, the Bureau estimates that over 100 people have come into the office seeking hand-out materials and other general information.

Preparation of materials for a brochure on the Women's Bureau, Human Rights Bureau, EEO Bureau and the Coordinator of Indian Affairs has been completed and plans are underway for distribution around the state.

Over 20 different women throughout the state have contacted the Bureau seeking employment. Job positions suited to their qualifications were referred to them, however, there has been no follow up.

The Bureau has continually updated a compilation of women's organizations in Montana for distribution.

The Bureau participated in the Conference Committee sessions on House Bills 602 and 9.

The Bureau continues to update semi-annually the list of boards, councils and commissions appointed by the Governor that have positions available.

The Women's Bureau Chief has been asked to serve on the Governor's Manpower Planning Council, the CETA Coordinating Committee, Governor's Human Rights Advisory Group and the Last Chance Personnel Society.

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DIVISION OF WORKERS' COMPENSATION (6603)

Administrative Program (10)

Fiscal 1975 saw significant improvements to the workers' compensation administration and delivery system. Important legislative changes include: providing for payment by the insurer of a claimant's attorney and witness fees in certain cases, allowing the Division to regulate and approve attorneys' fees in any workers' compensation case, requiring the state compensation insurance fund to use an experience rating system to tie premium rates directly to safety experience, requiring the Division to notify directly every claimant of any order approving or denying a settlement, creating the office of Workers' Compensation Judge and removing the quasi-judicial functions which had been the purview of the Division Administrator, changing the maximum weekly compensation benefit for partial disability from \$60 per week to one-half the State's average weekly wage, tying wage loss computation to inflationary factors, deleting the 26-week limitation for temporary total disability payments and allowing the injured worker to elect to receive either indemnity benefits or wage loss benefits and allowing the Division to assess Plan I self-insurers, Plan II insurance carriers, and Plan III administrative costs based on proper accounting and cost allocation procedures.

Under the Subsequent Injury Fund, the Division certified 13 physically disabled persons to employers, bringing total program certifications to 57. The rehabilitation unit served 618 industrially injured workers through referral to other agencies, rehabilitation, amputee, pain, or upper extremity clinics. The audit unit reviewed 399 employer accounts and found a reporting error factor of 81 percent with a resulting net gain to the Division of \$26,878. Design of a Management Information System to provide needed data retrieval capability and eliminate outdated manual systems was completed and implementation targeted for July 1, 1976. Ancillary internal improvements eliminating costly manual work in favor of computer-generated work continued.

State Insurance Fund Program (11)

The State Compensation Insurance Fund, operated by the Division, paid \$4,519,344 in compensation benefits and \$2,804,846 in medically-related costs for industrially injured workers. More than 15,000 State employers are now insured by the Fund.

Insurance Compliance Program (12)

A record number of accidents reported under Plans I and II were processed by the Insurance Compliance Bureau. That unit also paid \$585,170 in benefits to the State's 268 silicosis recipients and 75 recipient survivors.

Safety and Health Program (13)

The Safety and Health Bureau conducted some 644 mandatory or advisory safety inspections, 776 mine inspections, safety meetings, etc., 2,078 boiler inspections, 804 other units of boiler activity, and continued an aggressive training program. Attention was directed toward safety standards for the logging industry, public employment, and the coal mine industry.

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DEPARTMENT OF MILITARY AFFAIRS - NATIONAL GUARD DIVISION (6701)

Administration Program (01)

Organized and manned an Equal Opportunity and Race Relations Section in State Headquarters and trained personnel assigned.

Army National Guard (02)

Established a weekend training site using Ft. Harrison and a maneuver area near Townsend for small unit tactics with tanks and other track laying equipment. Small arms firing range was improved and artillery, mortar and aerial gunnery ranges established.

Accomplished one of the largest equipment modernization programs since World War II. This consisted of replacing older equipment with newer models and in obtaining some of the most modern equipment which was not previously available. More than 400 pieces of major equipment were received during the year.

Units at annual training at Gowen Field, Idaho (2d Squadron, 163d Armored Cavalry) successfully completed Army Training Tests. Units of the 1st squadron trained under the supervision of the active army at Ft. Bliss, Texas and received outstanding instruction.

Implemented a computerized centralized pay system for payment of National Guardsmen on a monthly instead of a quarterly basis. Implemented a weapons identification management program which provides the location by serial number of every weapon. Installed intrusion detection systems at six more National Guard armories.

Members were called to state active duty to assist in moving feed by helicopter to snow bound cattle in Glacier, Toole, Liberty and Cascade counties April 9-11, 1975.

Air National Guard (03)

Increased operational readiness of 120th Fighter-Interceptor Group, Montana Air National Guard as indicated by the following:

1. The unit won the Air Defense Command William Tell F-106 aircraft weapons loading contest in competition with other Air National Guard, Active Air Force and Canadian Air Force units.
2. Awarded the Spatz Trophy, American Fighter Pilots Association Trophy, and Air Force Association Outstanding Air N.G. Flying unit award. Received the Aerospace Defense Command "A" award for outstanding achievement.. Awarded the U.S. Air Force Missile Safety Certificate.

Members served on state active duty in connection with floods in the Great Falls area in June 1975.

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Department of Military Affairs - Civil Defense Division

Coordination Program (01)

A year of civil defense planning and training to meet emergencies ended with the successful coordination of disaster efforts in the sixteen (16) county area inundated by the June 1975 flood.

Fuel Allocation (02)

State set-aside petroleum products were allocated per federal energy regulations, energy conservation efforts were enlarged and coordinated within State Agencies and energy research management was implemented.

Emergency Disaster Relief (03) - Not Applicable

Calibration & Maintenance (04)

Initiated training program for coping with hazardous materials and continued on-going responsibility for service and exchange of civil defense radiological equipment located throughout the State.

Shelter Development (05)

Updated the state shelter program to include Crisis Relocation Planning for residents of high risk counties and development of three county emergency operating centers.

Natural Disaster Response (06)

Completion and approval of a Natural Disaster Response Plan which was the preliminary phase for a future federal grant.

C.D. Training & Education (07)

Continued to provide guidance and training in schools, business and industry and for local Civil Defense Directors to increase public awareness of civil preparedness program.

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL LICENSING (6827)

Administrative Services (01)

Revision of the organizational structure and the elimination of one bureau. Planning for individual employee evaluation program. Improved internal accounting for an employee with multi-board involvement. Implemented Private Investigators Law with twenty three licensee's.

Board of Abstractors (02)

Initiated an update of a few sections of the Abstractor's Law.

Board of Architects (03)

Placed increased emphasis on the complaints received by the Board.

Board of Athletics (04)

Provided for an update of the rules relating to professional boxing and wrestling.

Board of Barbers (05)

Carried out examinations in four cities of Montana for barber applicants.

Board of Chiropractors (06)

Held two meetings during the year and provided for examinations at each meeting.

Board of Cosmetologists (07)

Initiated legislation providing for licensure of electrologists for the protection of the public.

Board of Dentists (08)

Examination was moved from Billings to Helena. Dental auxiliary rules are in the process of being formulated. Complaint handling procedure was agreed upon by the Board and Dental Association.

Board of Hearing Aid Dispensers (10)

Complaint handling procedure was reviewed. Code of Ethics for licensee's was drafted, with final approval pending effective date of the rule making process.

Board of Horse Racing (11)

Continued working with various tracks to improve their facilities. Required that all tracks be surveyed and properly filed in the Board office. Ten meetings were held during the fiscal year.

Board of Massage Therapists (12)

Worked with various law enforcement officials to protect the dignity of the profession.

Board of Morticians (14)

Initiated and adopted a rule on Disclosure Costs of Funeral Arrangements for the protection of the public. Provided for inspections to see that the rule was implemented by licensee's.

Board of Nursing (15)

Approved twelve nursing programs, seven for practical nursing and five for professional nursing. Licensed an additional 491 registered nurses and 230 practical nurses. Initiated amendments to update the Nursing Practice Act. Reduced employee's from five in 1972 to less than 3 FTE's now.

Board of Nursing Home Administrators (16)

Improved the procedure for approval of continuing education courses as well as recording hour credits and notification to licensee's.

Board of Optometrists (17)

Reviewed rules, provided for one examination at the one board meeting and licensed seven new licensee's.

Board of Osteopathic Physicians (18)

Conducted one board meeting during the year and resolved the one complaint by returning to Workmen's Compensation Division for more conclusive evidence.

Board of Pharmacists (19)

Implemented the 1975 amendments to the Montana Dangerous Drug Act by licensing of those individuals and firms handling dangerous drugs. This act was amended by the 1975 Legislature and many practitioners required to be licensed are exempt as of July 1, 1975.

Board of Plumbers (20)

Initiated legislation to provide major revisions of the law and this legislation was enacted. Twelve board meetings were held during the year.

Board of Professional Engineers and Land Surveyors (21)

Drafted a complete revision of the law and it was subsequently enacted. Provided for a Land Surveyor in Training program and a 16 hour examination. Initiated meetings to delineate limitations of responsibility of Engineers and Architects.

Board of Psychologists (26)

Implemented the reciprocity section of the law. Provided for oral examinations procedures. Increased licensee's by sixteen per cent.

Board of Public Accountants (22)

Adopted rule changes to clarify the non-practicing status and the three year renewal requirement. Suspended one licensee for a period of one year for violations.

Board of Real Estate (23)

Successfully sponsored the Rental Listing Agents Act in the 1975 Legislature. Provided for workshops in Trust Accounts and compliance with the law and rules. Continued emphasis on protection to the public by vigilant investigation of complaints and follow-up hearings where justified.

Board of Sanitarians (27)

This was the first year for this board and they had to draft and adopt rules. Board drafted a pre-registration exam to be used in conjunction with the original application. Board drafted their own examination for permanent registration and are ceasing to use a national examination because of the cost factor.

Board of Veterinarians (24)

Board granted licenses to forty two new licensee's. Considered complaints with one going to hearing. Board held five meetings during the year.

Board of Water Well Contractors (25)

Implemented the one year requirement of apprenticeship under a licensed water well contractor prior to application for licensure. Provided for granting of permits to individuals before they drill water wells on their own property.

Montana State Board of Medical Examiners (13)

Adopted rules for implementation of the Acupuncture Act and provided for an examination in this field. Additional time at board meetings is provided for handling of complaints and review of investigations. Successfully defended board action in the Montana Supreme Court.

State Board of Podiatry Examiners (no program code assigned)

Requested legislation and it was enacted to clarify podiatry education requirements in the law. One Podiatrist was licensed by reciprocity.

State Electrical Board (09)

Continued enforcement of licensing and electrical code safety standards. Provided seven electrical code and safety workshops in various areas of the state with an average of thirty five in attendance at each meeting. Established a working agreement with the Tribal Council of Fort Peck Indian Reservation for electrical inspection on the reservation.

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DEPARTMENT OF SOCIAL AND REHABILITATION SERVICES (6901)

Economic Assistance (01) Not Applicable

Social Services (02)

Began planning the new Title XX of the Social Security Act and issued a proposed plan to the general public for review and comment.

Eligibility Determination (03)

Implemented the Professional Services Review Organization which has reduced the average hospital stay by one day.

Automated issuance of forms for redetermination of recipient eligibility which has helped reduce caseloads for Aid to Dependent Children. The ADC caseload dropped 87 cases from June of 1974 to June of 1975 compared to an increase of 569 cases for the prior fiscal year.

Centralized Services (04)

Installed a programmable terminal system in the Data Processing Bureau. In addition to increasing efficiency and effectiveness of the Income Maintenance System, the terminal helped reduce Central Data Processing Costs by 28% while processing an increased caseload.

Expanded the scope of the Audit Unit from only audits of nursing homes to all grants and contracts issued by SRS. Now included are 86 nursing homes, approximately 100 Developmental Disabilities Program contracts and over 100 other grants and contracts issued by the Divisions of SRS.

Staff Development (05)

Provided 5,682 man-days of workshop training and orientation.

Field Services (06)

Completed, with the cooperation of the General Services Bureau, co-location of all SRS personnel in Regional and District Offices.

Vocational Guidance (10)

Rehabilitated and successfully placed 1,424 persons in gainful employment. This is a 12% increase over FY 74 and 39% of the rehabilitations were severely disabled.

Certified all rehabilitation facilities within the state after survey by the national accrediting body, the Commission on Accreditation of Rehabilitation Facilities (CARF).

Disability Determination (11)

Processed 34.9% more claims with a 20% increase in staff and reduced total cost per case from \$74.19 for FY 74 to \$69.73 for FY 75.

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Youth Development (12)

Developed a proposal and secured funding for a state-wide program of services to runaway youth.

Assisted in the development and implementation of SJR 22 which mandates a state plan for juvenile detention and shelter care.

Visual Services (13)

Rehabilitated 102 persons who were blind or had severe visual impairment.

Developmental Disabilities (14)

Began expansion of a community-based services program for the developmentally disabled under authority granted by the 1975 Legislature. Five regional councils were reorganized, services were developed or expanded in seven cities and towns, and the July 1st population at Boulder River School and Hospital showed a reduction to 402 rather than the projected 450.

Aging Services (20)

Provided funding for 135 diversified senior programs by distribution of funds to seven area agencies throughout the state.

Received state funding for continuation of a network providing statewide information and referral services to persons 55 years of age and older.

Veterans Affairs (30)

Increased the number of contacts with veterans and their dependents by 14.6% over FY 75 without additional staff.